

Aisle Do

Full Service Wedding Planning

Wedding Planning Process

- Initial consultation and vision discussion with the bride and groom
- Unlimited phone calls and emails
- Minimum of three planning meetings between clients and planner throughout planning process
- Help to prepare and understand the budget, manage budget and keep within originally set budget where manageable, advise of any overages and how they can be solved where applicable
- Prepare a budget spreadsheet, scheduling/timeline and checklists (guest lists, décor lists, vendor lists etc.)
- Assist with site tours when necessary, selection and booking of ceremony and reception venues
- Assist with décor ideas and decisions such as color scheme, theme and style of the wedding
- Answer wedding etiquette questions and assist with conflicts
- Assist with planning of wedding related gatherings such as working with Maid of Honour or Best Man on Bachelor/Bachelorette Parties, Engagement Party, Bridal Shower, Jack and Jill etc.
- Monthly email updates on budget, timeline, progress and things to get done in the coming month
- Assist with selection of wedding attire and accessories, accompaniment to fittings if desired
- Help with finding, negotiating, and booking suitable vendors. will assist with scheduling appointments and accompany clients to up to two meetings per vendor category
 - o Baker
 - o Caterer
 - o Florist
 - o Musicians
 - o Photographer
 - o Rental Facilities
 - o Videographer
 - o Wedding Attire (bridal shops)
 - o Officiant
 - o Transportation
- Coordinate with vendors to ensure services/products are provided in a timely manner
- Ongoing updates and consultation with clients about vendors services/products, relay decisions from clients to vendors
- Be vendor point of contact
- Assist with the choosing, ordering, and sending of invitations
- Assistance with tracking RSVP's and who will be attending and who has declined
- Ceremony planning, seating, processional, music etc
- Prepare itineraries which will be provided to vendors
- Verify all payment schedules are up to date
- Assist with honeymoon planning where applicable
- Final walk-through with client at selected sites month of the wedding

- Final timelines prepared previous to the month of the wedding
- Final consultation with vendors the month of the wedding
- Final meeting covering all details with client, the month of wedding and the week prior to the wedding. This two hour planning meeting will include:
 - o Ceremony planning, processional, recessional, placement
 - o Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors
 - o Final walk-through with client at selected sites month of the wedding (meeting should include florist and photographer if possible)
 - o Rehearsal Dinner/Brunch Attendance and/or Coordination (see below)
 - o Inventory spreadsheet of wedding items to be setup on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.
 - o Wedding Day Coordination (see below)

Rehearsal

- Assist with planning of rehearsal dinner
- Distribute wedding timeline/itinerary to best man and maid of honour
- Work with wedding officiator to choreograph wedding ceremony, processional, and recessional
- Alert wedding party as to where they need to be the following day and at what time

Day-Of Wedding Coordination

- Be available by phone early in the morning prior to getting ready for ceremony to handle any last minute details that may arise
- Arrive at Venue or Getting Ready Location depending upon needs of wedding

Pre-Ceremony Coordination

- Facilitate on time arrival of hair and make-up stylists and instruct them where to set up their equipment
- Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely fashion
- Make sure personal flowers ex/ bridal bouquet, bridesmaid's flowers and father of the bride boutonniere arrive on time
- Make sure photographer arrives on time and has a "must shoot" photography list
- Gather bride, bridal party and immediate family for photos
- Call out names on "must shoot" photography list
- Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony
- Assist where necessary
- Assist bride with putting on her wedding gown and accessories, corset tying
- Maintain the wedding emergency kit
- Communicate with best man to ensure that groom is getting dressed and on-time
- Make wedding party aware of any last minute details
- Communicate with transportation driver and maid of honour/best man while bridal party is on the way to the ceremony location

Ceremony Coordination

- Set up programs and other ceremony items ex/ guest book, unity candles
- Ensure that ushers/groomsmen arrive on time and are ready to pass out programs
- Ensure that personal flowers have arrived at ceremony location

- Alert ushers/groomsmen as to when to begin escorting guests to their seats and remind them as to how to be a “proper” usher
- Ensure that ceremony musicians have arrived and direct them where to go to set up
- Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music
- Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- Communicate with the bride and groom so that they know how much time remains before the start of the ceremony
- Handle any emergencies that may arise
- Line up the bridal party for their entrances down the aisle
- Cue ceremony musicians when bridal party is ready to begin the processional
- Gather family and friends for after ceremony photos

Prior to Reception Coordination

- Greet vendors and instruct them as to where to set up ex/ wedding band, florist, caterer
- Arrange escort cards
- Make sure reception flowers/décor is set up according to flower order
- Ensure that tent, lighting, props are set up properly and troubleshoot as needed
- Meet with catering staff to confirm food timeline
- Set up guest book and pen, champagne flutes, cake cutting utensils
- Set up table numbers/names and menu cards
- Set up amenities baskets, hand towels, candles etc in bathroom

Reception Coordination

- Assist with ushering guests into cocktail or reception area
- Ensure proper flow of cocktail hour
- Look over dining tables and make sure they are set up properly
- Along with catering staff, encourage guests to join the bride and groom for dinner at the end of cocktail hour
- Locate bride and groom and instruct them to stay to the side of the main dining room until they receive cue for their introduction and first dance
- Cue band when the majority of guests have found their tables and the bride and groom are ready to be introduced
- Cue band, photographer and videographer when important events take place at reception ex/ first dance, cake cutting, toasts and parent dances
- Cue best man and father of the bride when they are about to be announced for toasts
- Be aware of timing of catering service and make sure people are served promptly
- Distribute final payment/gratuities to vendors at the end of evening
- Prevent and fix any problems that may arise during your event
- Remain easily accessible through the entire event in case there are any details you would like attended to
- Set up favour table towards the end of evening
- Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to a family members car at the end of the night
- Coordinate reception departure transportation