

Aisle Do

Partial Wedding Planning

Wedding Planning Services:

- Initial consultation and vision discussion with the bride and groom
- Unlimited phone calls and emails during business hours (9am-8pm)
- Full access to Professional Wedding Planning Software for keeping track of all wedding planning details including checklists, calendar, timeline, design studio, guest list, seating chart, vendors, budget, and notes all in one spot and easily looked over by your Wedding Planner to ensure you are on track during your Wedding Planning journey.
- Assistance with preparing and understanding of the budget, manage budget and keep within originally set budget where manageable, advise of any overages and how they can be solved where applicable
- Preparation of budget spreadsheet, scheduling/timeline and checklists (guest lists, décor lists, vendor lists etc.)
- Preparation of vendor referrals within clients budget range, will provide clients up to four referred vendors to choose from for each category:

- o Venue (ceremony & reception)

- o Officiant

- o Baker

- o Caterer

- o Florist

- o Musicians

- o Photographer

- o Limo/Transportation

- o Hotel

- o Décor Rental Facilities

- o Videographer

- o Stationer

- o Wedding Attire (bridal/tuxedo shops) etc

Month Of Coordination:

- Prepare itineraries which will be provided to vendors
- Verify all payment schedules are up to date
- 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)

Day of Wedding Coordination Services

- 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

- 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