

# Definitive Events

## *Wedding Planning Packages*

Definitive Events is here to make our brides & grooms' unique dreams and designs for their wedding day a reality!

The following are our most commonly desired wedding packages. Definitive Events will also custom design a package to fit your specific needs and requests as we realize each of our brides & grooms have a unique dream and vision for their wedding day. If you would like to request a custom design package, please contact Definitive Events at [info@definitiveevents.com](mailto:info@definitiveevents.com).

Phone: 619.990.4999 or 619.565.8274

E-mail: [info@definitiveevents.com](mailto:info@definitiveevents.com)

Website: [www.definitiveevents.com](http://www.definitiveevents.com)

# *Simply Elegant*

## - Our 1-Karat Wedding Planning Package

Our complete day of wedding package is designed for the bride & groom who have planned their dream wedding but would like assistance with executing their final wedding details to ensure a smooth and stress-free occasion.

### *Pre-Wedding Coordination*

- One hour complimentary “get to know you” meeting/initiation consultation
- Unlimited communication with wedding planner through phone calls and e-mails
- (1-2) scheduled pre-planning meetings with wedding planner

### *Vendor Coordination*

- Accompany bride/groom on final venue and vendor site visits to confirm details
- Wedding planner to review vendor contracts and advise as appropriate
- Assistance with vendor recommendations and coordination
- Wedding planner to provide vendors an information sheet with full event details
- Coordination with all vendors and venue(s) to confirm payment schedules and ensure all details are implemented according to contract

### *Wedding Day Coordination*

- Wedding planner will create detailed wedding day itinerary for vendors and wedding party
- Coordination with venue(s) to finalize ceremony & reception room layout/diagram
- Ceremony & reception wedding day coordination for up to (10) hours to include but not limited to:
  - Placement of ceremony accessories (ie. programs, unity candle, & guest book)
  - Cues for grand entrance, toasts, dances, bouquet & garter toss at reception location
  - Placement of place cards, guest book, card holder, toasting glasses, cake & knife server, favors & menu cards
  - Transportation of wedding gifts to designated location upon request
  - Wedding Day Emergency Kit for any unexpected circumstances
  - Wedding Coordinator/Assistant included for day-of as wedding planner sees necessary

*To inquire about pricing please contact us directly!*

Up to (10) hours of day-of coordination

## *Specialty Enhancements - Provided a la carte*

### *Our Specialty Enhancements*

We offer a wide variety of services that can be added to any package or are available a la carte. If there are any additional services you are interested in, please do not hesitate to ask. Definitive Events is dedicated to accommodating our client's needs and special requests.

#### *Guest Seating Arrangements*

- Planning guest seating arrangements
- Making of table numbers and/or place cards
- Creating name board or escort cards
- Producing and assembling wedding programs

#### *Stationary and RSVP Assistance*

- Save the date wording & assembly
- Invitation wording, ordering & assembly
- Invitation addressing & mailing
- Maps
- RSVP tracking
- Calling guests 1-2 weeks out who have not responded
- Place card writing

#### *Special Guest Accommodations*

- Day and/or weekend itineraries
- Hotel reservations
- Assembly of welcome gift bags and amenities for out of town guests
- Delivery of welcome gift bags and amenities for out of town guests
- Airport/travel transportation arrangements
- Weekend activities/plans & arrangements

#### *Pre/Post Wedding Coordination (set-up and/or decor)*

- Engagement party
- Bridal shower
- Orchestration and coordination of wedding rehearsal
- Rehearsal dinner
- Deluxe wedding night package to include:
  - rose pedals, chocolates, champagne, & turn down service
- Day-after wedding brunch
- Assist with purchasing, assembling, and/or making favors
- Accompany bride to additional appointments
- Honeymoon coordination & travel assistance
- Maintaining budget
- Childcare coordination
- Distribution of final payments and tips (addendum needed)
- Tuxedo rental & return
- Theme development & ideas
- Decoration of ceremony and/or reception venue