PETITE PEARL
$3,500

(full planning + design, up to 30 guests)

Pre-Wedding Services

~ Two in-person planning meetings

~ Create and provide wedding to-do list

~ Develop and track budget

~ Vendor recommendations & bookings

~ Oversee vendor communications and contracts

~ Assist in ordering save-the-dates, wedding invitations & printed materials

~ Complete design and styling services

~ Attend two vendor appointments

~ Construct detailed wedding timeline

~ Track and manage guest RSVPs

~ Book guest hotel accommodations

~ Manage wedding transportation

~ Distribute timelines to VIPs

~ Help prepare welcome baskets/guest favors

~ Coordinate ceremony rehearsal

~ Deliver ceremony/reception items to venue

~ Unlimited communication via email/phone

Day-Of Wedding Services

~ Facilitate schedule of beauty teams

~ Coordinate food and drink deliveries

~ Receive and confirm all personal flowers

~ Organize "wedding details" for photographer

~ Help Bride/Bridesmaids into dresses, Groom/Groomsmen with suits

~ Wrangle bridal party/family for photos

~ Ensure transportation arrives on time

~ Lead ceremony rehearsal at venue

~ Set up ceremony items

~ Cordinate with officiant and ushers

~ Confirm ceremony musicians are in place and have correct song list

~ Cue musicians & wedding party

~ Gather VIPs for after-ceremony photos

~ Welcome vendors and show where to set-up

~ Arrange escort and place cards

~ Crosscheck all decor with floor plan

~ Set up welcome table, card/gift box, guest favors, cake table, etc.

~ Place table #s, name cards & menus

~ Go over reeption timeline with DJ/band

~ Assist guests in finding their seats

~ Bustle Bride's dress

~ Meet with Bride & Groom prior to intro

~ Cue DJ/band for intro & first dance

~ Be accessible to all guests during night

~ Pack up ceremony & reception items

~ Distribute gratuities to vendors

~ Coordinate departure transportation

~ 'Mary Poppins' bag: sewing kit, stain wipes, deodorant, pain relief & more