



PETITE PEARL

(full planning + design, up to 30 guests)

\$4,000

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
- ~ Coordinate 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 reception 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