



*The Full Wedding Planning Package includes the Day of*

*Coordination Package*

## **Full Wedding Planning Package: Services Included**

**Regular Meetings, Communication & Updates:** 5 Planning Milestone Meetings to discuss wedding planning progress. Understanding the couple's vision, style, and preferences. Discussing budget constraints and priorities. Regularly updating the couple on the planning progress. Providing a point of contact for the couple and vendors. Direct WhatsApp communication throughout planning process.

**Budget Planning:** Developing a detailed breakdown of costs and provide advice and assistance in managing the wedding budget.

**Venue Selection:** Researching and suggesting suitable wedding venues. Coordinating site visits, attending site visits with the couple, negotiating contracts and managing the relationship with the venue.

**Vendor Selection and Management:** Recommending and hiring vendors (photographers, videographers, florists, caterers, rentals, etc.). Negotiating contracts and managing vendor relationships and payment schedules.

**Guest Details Management:** Communicating and coordinating guests' specific requirements with the venue and caterers (e.g access requirements and dietary preferences).

**Wedding Website:** Building the wedding website, sending out online invitations and providing relevant content and information for guests.

**Timeline and Itinerary Planning:** Creating a detailed timeline of key tasks and milestones in the wedding planning process. Creating a detailed timeline for the entire wedding day. Developing itineraries for the couple, wedding party, and vendors.

**Design Conceptualization:** Collaborating with the couple to develop a cohesive design concept that reflects their personal style and wedding theme.

**Venue Assessment:** Visiting the wedding venue to assess its layout, architecture, and ambiance, and to identify styling opportunities.

**Customized Design Proposal:** Presenting a tailored design proposal that outlines the overall aesthetic, colour palette, decor elements, and floral arrangements.

**Decor and Styling Execution:** Sourcing and coordinating all necessary decor elements, including linens, tableware, lighting, signage, furniture rentals, drapery, decorative accents and wedding favours.

**Venue Layout and Arrangement:** Planning the optimal layout for guest seating, ceremony space, reception area, and any additional event spaces within the venue.

**Food & Beverages:** Arranging tastings and finalizing food and beverage selections. Assisting in the selection of a wedding cake & coordinating with the baker for design and delivery.

**Transportation Logistics:** Arranging transportation for the couple and wedding party. Coordinating transportation for guests if necessary.

**Guest Experience:** Provide suggestions of appropriate accommodation options. Managing room blocks and facilitating reservations for the couple, wedding party and guests. Provide an itinerary for guest experience in Portugal. Make reservations required for wedding week.

**Post-Wedding Tasks:** Coordinating the return of rented items. Handling final payments to suppliers.

**Extra Events:** Provide full planning support and day of coordination services for one pre wedding or post wedding event (e.g welcome drinks / rehearsal dinner).