



Events + Design

OPAL PACKAGE

\$1975

Pre-Wedding Details:

30 Minute Initial Kick Off Meeting

Unlimited Emails

Details Meeting to create timeline, setup & teardown tasks, vendor information & ceremony details (typically 3 months before wedding)

Venue Walk Through to go over floorplan & setup details

Week of Vendor Check In to confirm wedding details & distribute timeline

Attend & Coordinate Ceremony Rehearsal (1 hour)

Day of Wedding:

Up to 12 hour coverage of wedding day with 2 planners (Myself & 1 Assistant)

Available to do day-of errands if needed

Act as the "go-to" for vendors, family and wedding party

Manage all wedding day emergencies that come up

Communicate with all vendors of proper placement and timing of services

Ensure ceremony and reception sites are set prior to guest arrival

Setup of clients décor (includes: gift table, escort cards, guest book items, signage, ceremony items, favors, etc)

Manage the timing of the event for the couple, family, wedding party, vendors and guests

Access to fully stocked Emergency Kit

Round up and cue wedding party for ceremony

Cue Musicians/DJ for ceremony, grand march and specialty dances

Arrange for the items from the ceremony site to be brought to reception site (*when applicable)

Ensure marriage license is signed and placed in the appropriate hands to be mailed in

Answer all guests questions throughout the day, acting as your host

Confirm all vendors complete obligations and receive final payments

Transfer gifts to your pre-determined person

Teardown and pack up all client's décor and given to pre-determined person