



Wedding Management Options 2021 Day-Of Packages & Full Service Planning

Final Touches Package

For the couple that has planned most of the wedding elements and needs the final touches wrapped up. (Usually beginning 1-3 Months Prior to wedding)

We oversee the final preparations, fill in the blanks, coordinate with your vendors, and manage your wedding day. We make sure your wedding day runs perfectly allowing you to enjoy the celebration of a lifetime.

Includes:

Prior to your wedding day

- In-depth personal consultation with you to discuss overview, wish-list, unique needs
- Venue walk-thru plus additional in-person meeting, if needed
- Unlimited communication via phone, email, text, Zoom, Facetime...
- Review vendor contracts
- Inform all vendors that SMP EVENTS is the point-of-contact on the wedding day (and liaison before)
- Vendor and delivery confirmations 1 week prior to wedding day
- Creation and distribution of event strategy, spreadsheet and detailed wedding timeline
- Ceremony processional list/plan
- Compilation of guest special needs (food allergies, mobility requirements, etc)
- Plan B adjustments for weather snafu's (just in case!)

On the day of your wedding

- Expert SMP EVENTS Wedding Management and Coordination (up to 12 hours)
- Arrive at ceremony location/reception location early to oversee set-up and deliveries
- Greet wedding party and attend to needs
- Distribute bridal party bouquets and boutonnières (and pin those boutonnières!)
- Liaise with all vendors upon their arrival
- Provide caterer with final seating chart, special meals/allergies
- Set up seating cards / chart
- Assist with guest arrivals and guest needs / questions
- Organize and facilitate ceremony processional
- Attend to any latecomers during ceremony
- Manage timeline and serve as the information center all day long
- Troubleshoot
- Oversee timing of dinner service, special dances, speeches, etc. during reception
- Serve as the point-of-contact for all service and vendor questions during reception (you just enjoy the day!)
- Handle final vendor payments for you
- Gather all gifts and personal items for your departure at conclusion of the event
- Ensure that you and your family will enjoy your special day!*

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Everyone should enjoy your special day...even you!



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A Little More Help

For the couple that has many elements in place, but needs a little more help planning their perfect day. You've got a great start!

Let's get together to discuss your style, your perfect vibe, and your must-have list so we can discover just what is needed to complete your big occasion. Once we have a clear picture of your ideal day, we guide you through the process of choosing the best vendors, settling on a theme, and structuring the whole celebration.

We will be right by your side, and always on your side.

This package includes everything in Final Touches, plus:

- Up to 3 extra in-person meetings
- Assistance with planning and development of remaining elements
- Development of floorplans, site-flow for non-traditional spaces
- RSVP management / table assignment assistance
- Suggest additional vendors, products
- Vendor search
- On-site ceremony rehearsal
- Double-check early deliveries
- Address vendor special requirements
- Set-up DIY elements

Additional services offered:

Arrange for special guest offerings,
Transportation and / or transportation manager for Bridal party or guests
Manage extensive DIY Elements
On-Site ceremony rehearsal
Movement of DIY or floral elements from ceremony to reception
Venue planning consultations
Design or theme planning
And More....

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Everything after "YES!" Congratulations!

You are getting married, but that is as far as you have gotten.
Let's discuss your dream wedding and create the perfect First Day of your lives together.

Thinking of a wedding that is a small, unconventional, streamlined or soon?

When it comes to Full Service Planning, we specialize in intimate, boutique celebrations that truly reflect you.

If you envision a stress free wedding day with close friends and family, then let's create the perfect *small* celebration of your Big Occasion!

Whether a gathering of 100, 50, 30, Micro-wedding or MiniMony every detail is important and there's no such thing as *too soon*.

We help you select a boutique venue or make sure your chosen personal venue works for your celebration. Family homes, lofts, tents and barns...we can make almost any special place your special *wedding* place.

Together, we review our curated list of exceptional caterers, florists, musicians and more, or find that off-the-grid vendor who fits the bill perfectly. We think Big when planning small!

"Everything after Yes" includes many of the services included in our Day-of packages in addition to our personal attention and communication from start to finish.

Bring us your ideas of the perfect one-of-a-kind wedding and SMP EVENTS will turn those ideas into the unique personalized day of your dreams!

Contact us to get started!

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