



Wedding Packages and 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)

I oversee the final preparations, fill in the blanks, co-ordinate with your vendors, and manage your wedding day. I 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
- Unlimited communication via phone, email, text
- Review of vendor contracts
- Introduction to all vendors that SMP EVENTS is the point-of-contact on the wedding day
- 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 boutonnieres (and pin those boutonnieres!)
- 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 (with calm and joy)
- 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
- 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!*

Susan Pasquantonio Owner / Manager
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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 I have clear picture of your ideal day, I guide you through the process of choosing the best vendors, settling on a theme, and structuring the whole celebration.

I 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,
Boutique vendors,
Transportation and / or transportation manager
Manage extensive DIY Elements
On-Site ceremony rehearsal
Movement of DIY or floral elements
Venue planning consultations
Oversee transportation of guests from ceremony to reception venue
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 best first day of your lives together.**

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

My specialty is intimate, boutique celebrations that truly reflect you.

If you like the idea of a truly stress free celebration with your close circle of friends and family, then let's create the perfect small celebration of your Big Occasion!

I will help you select a boutique venue or make sure your chosen personal venue works for your celebration.

Together, we can review my curated list of exceptional small caterers, florists, musicians and more, or find that off-the-grid vendor who fits the bill perfectly.

"Everything after Yes" includes many of the services included in my management packages. Most importantly, you will receive my personal attention and communication every step of the way.

SMP Events Weddings are customized to suit each individual client. Together, we will create a personalized wedding experience for your unique day.

Contact me to get started

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