



Weddings

EVENTS

Boutique Parties

NY / NJ

www.smpevents.com

## Partial Planning + Wedding Coordination



**For the couple who has many elements in place and desires professional guidance while completing the planning process.**

Partial Planning meets you where you are by providing extra help where you need it most.

We handle the remaining vendors, fine-tune logistics, and tie up loose ends—then bring everything together with flawless Wedding Coordination on your big day.

**Our most popular package includes early-stage consulting, multiple meetings, comprehensive wedding coordination, and added peace of mind.**

### Partial Planning + Wedding Coordination

**Services include, but not limited to:**

- Planning consulting and assistance from the moment we join your team
- Onboarding Deep-Dive meeting
- In-person meetings / site checks as plans form and evolve
- Vendor research and recommendations
- Logistics, flow, floor plan and strategy planning (helpful for non-traditional venues)
- Wedding rehearsal and/ or load-in management (prior to wedding day)
- Scheduled check-ins and consistent communication with you from start to finish
- Rental consulting, management
- Detailed timeline creation & wedding spreadsheet/worksheets
- Contracted vendor/delivery coordination + confirmations 1-2 weeks before wedding (COI management included)
- Expert On-Site Wedding Coordination
- Point of Contact for all vendors all wedding day long
- Set-up seating cards/chart, simple DIY, card box, ceremony elements, etc.
- Organize and facilitate ceremony / attend to latecomers
- Facilitate speeches, special dances, timeline management throughout reception
- Gather and hand-off your belongings at the end of the evening
- **Ensure that you and your family fully enjoy your special day!**

*Starting at \$5800 (Pricing based on guest count, location, size/scope, venue logistics, etc.)*