

Beyond Perfect Events, LLC

The Royal Wedding Package

Pre-wedding Day

- Initial consultation with the Bride and Groom
- Ongoing consultation and advice (e.g. on etiquette) as required
- Prepare a budget
- Prepare a schedule/timeline and checklists
- Assist with selection and booking of ceremony and reception venues
- Assist with selecting and booking an officiant for the wedding
- Assist with selecting a color scheme, theme and style of the wedding
- Track R.S.V.P.s and who will be attending
- Assist with any design issues such as, decorations for ceremony and/or reception, hospitality baskets for out-of-town guests, favors for guests, etc.
- Assist with selection of wedding attire and accessories
- Accompany Bride to trial makeover by hair and make-up artist
- Find, negotiate with and book suitable vendors (e.g. florist, photographer, videographer, musicians, caterer, etc.)
- Review vendors' contracts and coordinate with vendors
- Seven to ten days prior to the wedding, mail or fax confirmation sheets to all vendors with set-up times included to ensure that all vendors are setting up at the assigned times
- Ensure that the detail sheet from the reception site is accurate and reflects the menu and all other details as the Bride and Groom have directed
- Arrange all transportation, including transportation for out-of-town guests during their stay, transportation for the bridal party and parents of the Bride and Groom for the wedding day
- Provide information to obtain a marriage license
- Ceremony planning
- Prepare itineraries for the Bride and Groom, bridal party and parents of the Bride and Groom
- Create seating list and/or chart
- Maintain payment schedule for vendors and provide reminders when payments are due
- Attend and oversee the rehearsal (up to 2 hours) – Does not include the rehearsal dinner
- Instruct attendants about their duties

Wedding Day

- Arrive at wedding site 2-3 hours prior to wedding
- Check wedding site to assure final details are taken care of
- Distribute bouquets and pin flowers on attendants
- Assist Bride, Groom, and the wedding party as needed in getting ready for the ceremony
- Direct the processional, recessional and receiving line
- Reception planning
- Supervise vendors at wedding and reception
- Prompt band/DJ of Bride and Groom's arrival, cake cutting, special toast, bouquet and garter toss
- Distribute "day of" payments and tips to all vendors
- Coordinate the collection of gifts received on the wedding day
- Oversee reception clean-up
- Ensure that the gifts, cake, bridal attire, bridal book and pen, cake cutting tools, champagne flutes, and any other items being transported to the assigned location are given to the assigned family member or friend
- Provide a stress-free day for the Bride and Groom

Post-wedding

- Return florist rental items-size and weight limits
- Return baker rental items-size and weight limits
- Return tuxedos-tuxedos will be picked up at a single location the day following the wedding

*Up to four hours of preparation and/or clean-up for wedding site (i.e. ceremony and reception site) - Included in cost of package

*Up to two hours for directing the rehearsal – Included in cost of package

*Up to two hours for directing the ceremony – Included in cost of package

*Up to eight hours for directing the reception dinner – Included in cost of package

***Coordination of the Rehearsal Dinner - \$150.00 in addition to the cost of the package