

TIFFANY AND DESIGN

WEDDING AND EVENT CO.

PARTIAL PLANNING PACKAGE

Includes Day of, Month of, and Partial Planning

Partial Planning Package | Premium Package

This package is for the couples that needs a little more "hands on" assistance

Venue walkthrough prior to wedding date
Communication with venue manager and coordinator
Unlimited hours day of wedding and 2 hours for rehearsal
In-person or phone consultations to discuss details, confirm vendor items and coordinate your wedding day
Unlimited communications via text, phone, and email.
Attendance and facilitation of rehearsal
Direction, creation and organization of timeline with all vendors
Set-up and tear-down of rehearsal dinner (if needed)
Read over and approve all vendor contracts
Coordination of ceremony and reception timelines
Coordination with all vendors the week of your wedding
Complete set-up and tear down of ceremony and reception decor (if needed)
Coordination of ceremony, cocktail hour, grand entrance and first dance
Direction and oversight of all ceremony and reception details and decor
Help in selecting top rated wedding professionals in all categories
Wedding budget recommendation and guidance
Create and maintain a detailed timeline distributed to all vendors
Hotel block assistance
Vendor communication liaison and point of contact
Review of all rental counts and contracts to ensure accuracy
Setup and teardown of personal items
Secure placement of gifts | personal items - help loading at the end of the night
Car coordination and transportation planning
Oversee and assist with personal decor
Oversee cleanup and assist venue staff (we do not buss tables and take trash out etc)

ADDITIONAL SERVICES AND DETAILS

This package is perfect for the couples who have a date, venue, and some vendors booked, but would like additional assistance from a wedding professional with some important planning and decision-making early on. A non refundable retainer is due at the signing of this contract, the remaining balance will be due 30 days before your wedding date. Please refer to your contract for more details or reach out to Tiffanyanddesigns@gmail.com to get your personalized quote.