

# 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

Unlimited hours day of wedding and 2 hour rehearsal  
In-person 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 (if needed)  
Coordination of ceremony, cocktail hour, grand entrance and first dances  
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 and negotiation  
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  
Hotel bag getaway and delivery  
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 items can be added if requested and additional hours may be purchased at the rate of \$150 an hour.

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### 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 \$2,000 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 [Tiffanyanddesigninfo@gmail.com](mailto:Tiffanyanddesigninfo@gmail.com) to get your personalized quote.