

TIFFANY AND DESIGN

WEDDING AND EVENT CO.

DAY OF PLANNING PACKAGE

Which really begins the Month of

Pre Wedding Services

May include, but not limited to

In person consultation one month before wedding
Venue walk through prior to wedding
Detailed timeline creation and execution
Wedding checklist and detailed vendor spread sheet organizer
Conformation and coordination of vendors and venue prior to and the day of
Unlimited communication between client and lead planner
Facilitating wedding rehearsal (2 hours)



Day of Coordination | Unlimited Hours

Included with Day of Planning Package

Work with venue manager for set up and coordination
Accept deliveries
Point of contact for vendors and venue
Arrive prior to wedding to start preparation of any kind
Decor set up | decoration assistance
Coordinate ceremony with officiant and DJ
Supervision of ceremony and reception
Wedding line up facilitation
Bride bussel assistance
Problem solve
Local errands
Cookie table set up and refill
Distribute vendors tips and meals
Set up | take down decor and neatly pack up
Additional planners are available if needed at no extra charge
Additional tasks or special requests may be added to each package

ADDITIONAL SERVICES AND DETAILS

The month of planning packages includes all services listed for pre wedding services and the day of coordination that fits within the day of wedding, plus 2 hours of rehearsal included for the total price. All payments should be made out to Tiffany Hilgar. Cash, Venmo, and checks are all accepted as forms of payment. A fee of \$50 will be added to total amount due for bounced check. A \$400 retainer is due at signing of this contract. The retainer fee will be subtracted from the total amount due. The remaining balance will be due 30 days before wedding date. If payment is not rendered before event, you will forfeit your retainer and no services will be provided the date of your wedding. The retainer is non refundable.