



Hannah LaPan EVENTS

FULL SERVICE PLANNING

Allow us to handle the details from the first complimentary consultation to the final touches on your special day. Enjoy your engagement and joy while we manage the stress and coordination. Our full-service package is for the couple that wants help and management through the entire planning process and details of the wedding day, vendor selection and organization, and provide advice when needed.

Wedding Coordination

- Complimentary initial consultation
- Unlimited hours of consultation via phone and email
- Creation of wedding timeline and checklist for entire planning process. Sent to you weekly for updates.

Vendor Selection & Organization

- Vendor selection and research tailored to your budget and preferences. All communication and inquiries will be completed and then brought to you to save you many hours of valuable time and money!
- The following vendors will be selected and provided to you for final approval:
 - Ceremony Venue
 - Reception Venue
 - Photographer
 - Videographer
 - Caterer
 - Bakery
 - DJ/Band
 - Ceremony Musician(s)
 - Florist
 - Rental Companies
 - Hair and makeup
 - Hotel
 - Stationary Designer
 - Any personal items you want!
- Communicate with all vendors
- Attend all selected vendor meetings with client
- Negotiate contracts and billing
- Provide vendor discounts to you!
- Coordinate appointments and confirmation with vendor

Details

- Assistance in forming décor ideas and color scheme
- Presence and support at décor vendor meeting with florist, rental companies, and linen vendors
- Provide DIY and low budget ideas, if desired
- Assistance selecting stationary items, see add-on items for stationary creation, including
 - Save the Dates
 - Invitations
 - Invitation inserts
 - Menu card
 - Program
 - Seating chart or escort cards
 - Place cards
 - Table numbers
 - Envelopes
 - Stamps, wax seals, etc. (if desired)

- Direction in selecting out of town guest favors, wedding party gifts, favors, wedding attire
- Walk-throughs of all venues and creation of layouts and table set up
- Menu selection assistance and consistent communication with caterer(s)
- Assistance assembling mail invitations, if desired
- Assistance organizing couple's wedding night hotel accommodations, including research, booking, and finalization details
- Guidance and support with marriage license requirements, ceremony timeline, and ceremony music
- Finalization of timeline
- Confirmation and finalization with vendors

Week of Management

- Provide day of timeline to all vendors
- Assistance with last minute errands and picking up rental items
- Rehearsal attendance, coordination, and assistance
- Gather items for wedding day at rehearsal for my team to organize
- Provide timeline to wedding party at rehearsal

Day of Management

- Two coordinators for as long as you need us! We are here to make sure your day is your dream come true
- Point of contact for vendors and organization of all vendor's arrival and setup/drop off at ceremony & reception venue(s)
- Set up ceremony décor, including but not limited to
 - Aisle décor, unity item(s), photographs, alter décor, programs,
- Set up reception décor, including but not limited to
 - Guest book, place cards, escort cards/seating chart, centerpieces, table numbers, menu cards, specialty linens, dessert table, photo booth, signage, gift table, favors
- Manage the timing of events for the bride and groom, family, wedding party and vendors
- Distribute and assist with all personal floral pieces, including corsages, boutonnieres, and bouquets
- Available for last-minute errands
- Point of contact to catering staff and banquet lead
- Ensure the ceremony and reception site set up is completed and decorated to your specifications
- Provide an emergency kit for the wedding party to utilize
- Review seating assignment with ushers and be available for questions
- Aisle maintenance and timing for wedding party – assemble, organize, and cue
- Review timing and music selection with ceremony musicians/DJ
- Ensure any items from the ceremony are at the reception, if applicable
- Clean any of the "getting ready spaces" at ceremony site
- Make certain all candles are lit and last minute touches are done to the reception site

