

ENCHANTÉ EVENTS

Partial Event Planning and Coordination Package



For the couple who has flexibility with their schedule and can plan parts of their wedding but want Enchanté Events to assist with the elements related to design and décor, offer vendor referrals, provide unlimited professional advice, and manage the details of their wedding day.

All services listed under the Day of Event Package AND:

- Detailed Meeting to discuss your wedding style and budget management
- Ongoing access to Enchanté Events for professional advice and guidance with unlimited consultation via e-mail and phone.
- Establish color combinations, theme and design concepts.
- Set-up and attend meetings with 3 vendors and attend any follow up meetings.
- Will attend BEO meeting/menu selection meeting with catering venue if applicable.

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- Offer vendor information best suited to the client's style and budget. (Photographers, videographers, DJs, bands, stationers, linens, lighting, chairs, rentals, bakers, transportations, officiant, hair and make-up, tuxedos, etc.
- Assist with wording and proofing of stationery for save-the-date cards and invitations.
- Review proposals and terms of final contracts with service providers.
- Assist with the selection of favors.
- Attend menu selection/banquet set-up meeting with catering manager and client.
- Review and proof BEO (Banquet Event Order) provided by catering manager.
- Contact service providers for arrival time and communicate venue procedures for unloading, setup and teardown.
- Confirm all vendor orders and quantities on rental items.
- Distribute client-approved timeline to all vendors 3 weeks before wedding date.
- Assist officiant and orchestrate ceremony rehearsal with bridal party and family.
- Communicate with musicians on ceremony song selections and cueing wedding party for processional.
- Manage banquet staff regarding setups and compliance of floor plans.
- Attend sound check with band, musicians or DJ.
- Direct ushers with seating and program distribution.
- Assist with setup, seating cards, menus, favors, signing book, gifts, etc.
- Work with Band/DJ to establish timing for grand entrance, first dance, cake cutting, banquet and garter/bouquet toss.
- On-site coordination and management of entire wedding day.
- Handle final payments and gratuities to vendors.
- Every wedding day includes: 1 assistant. Additional assistants will be required for specific locations, larger weddings, and multiple locations.

Our Partial Event Planning and Coordination Package begins at \$6,500 ++