



Full Wedding Planning Package

Full Wedding Planning is for the bride that needs help from beginning to end. The full planning wedding package includes but not limited to:

- Initial consultation with the bride and groom, complimentary via phone or in-person or both
- Unlimited phone and email availability during business hours (9:00 am - 5:00 pm)
- As many planning meetings between clients and planner as needed
- Help to prepare and understand the budget
- Prepare a schedule/timeline and checklists
- Assist with site tours, selection and booking of ceremony and reception venues
- Assist with selecting a color scheme, theme and style of the wedding
- Answer etiquette questions
- Assist with selection of wedding attire and accessories, accompaniment to fittings if desired
- Help with finding, negotiating, and booking suitable vendors. We will schedule appointments and accompany clients to up to three meetings per vendor category if necessary
 - Cake
 - Caterer
 - Florist
 - Musicians
 - Photographer
 - Rental Facilities
 - Videographer
 - Wedding Attire (bridal shops)
 - Officiate
 - Transportation
- Coordinate with vendors to ensure services/products are provided in a timely manner
- Ongoing updates and consultation with clients about vendors services/products
- Assist with the choosing of invitations
- Assistance with tracking RSVP's and who will be attending
- Planning and attending ceremony
- Prepare itineraries to be provided to vendors
- Final consultation with vendors the month of the wedding
- Final meeting covering all details with client, the month of wedding and the week prior to the wedding. This two hour planning meeting will include:
 - Ceremony planning, processional, recessional, placement
 - Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors
 - Final walk-through with client at selected sites month of the wedding (meeting should include florist if possible)



- Collection and inventory of wedding items to be setup on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.
- Wedding Décor & Design Presentation including vendors booked and items selected
- Final walk-through with client at selected sites month of the wedding
- Final timelines prepared the month of the wedding

This package is based on a guest count for up to 120 guests. Additional fees will apply if guests list increases due to additional staffing requirements.

Please note that Fortuna Event Management & Promotions is fully insured. Fortuna is a member of the Association of Bridal Consultants and a Certified Wedding Planner. We were recently honored as one of the Top 21 Wedding Planners in Miami by Expertise.com, we have received the Couples Choice Award from Wedding Wire for 2015 and 2016 and Best of 2015 from Thumbtack. Please visit our website for more information, reviews from our most recent clients and pictures of our most recent weddings at www.fortunaeventsmiami.com.

For pricing and more information please contact us by calling 786.479.3220 or emailing us at Bobbie@fortunaeventsmiami.com.

Let us bring your visions to life!