



Weddings, Special Events & Travel Planners

Day- Of Wedding Planning Package

The day of wedding planning package is for the bride who has already completed all of the planning, and needs a planner to execute on the day of so that she and her family can truly enjoy this special day. The planning begins a month prior to wedding date.

The day of wedding package includes:

- Initial consultation with the bride and groom, complimentary
- Unlimited phone and email availability during business hours (11:00 am – 7:00 pm)
(there are exceptions where calls need to be made after hours which is fine)
- At least one planning meeting between clients and planner during the month and/or week of
- Prepare a bride and groom timeline and checklists
- Email reminders first of the month of what needs to be finalized that month and/or week
- Final walk-through with client at selected ceremony and reception sites on week of the wedding
- Final timelines prepared the month or week of the wedding
- Final consultation or phone calls with vendors the month or week of the wedding
- Final meeting covering all details with client, the month of wedding and the week prior to the wedding
- Setup, organize and monitor wedding timeline during the wedding and tear down on day of wedding
- One assistant for every 100

This two-hour planning meeting will include:

- Ceremony planning, processional, recessional, placement
- Attending and coordinating the rehearsal and ceremony is optional (additional fees apply) if ceremony is not at the same location
- Preparation of rehearsal and wedding day timeline to be provided to client and vendors
- Discuss inventory of wedding items to be setup on wedding day, such as candles, photographs, guest books, wedding favors, toasting flutes, serving sets, programs, seating cards, table numbers, etc.

This package is based on a guest count for up to 100 guests. Additional fees will apply if guests list increases due to additional staffing requirements.

Please note that Fortuna Events Miami is fully insured. Fortuna is a member of the Association of Bridal Consultants and a Certified Wedding Planner. We were recently awarded 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 more information please contact us by calling 786.479.3220 or emailing us at Bobbie@fortunaeventsmiami.com.

Let us bring your visions to life!

Fortuna Events Miami Corp.

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