



Weddings, Special Events & Travel Planners

## *Partial Wedding Planning Package*

This partial wedding planning package is for the bride who has already completed part or most of her planning and needs less help than a Full Wedding Package. The planning begins 6 months prior to wedding depending on how much still remains to be completed.

The partial planning wedding package includes:

- Initial consultation with the bride and groom, complimentary
- **Partial Wedding Package – planning begins 4 months prior to wedding date**
- Unlimited phone and email availability during business hours (11:00 am - 7:00 pm)
- At least three planning meetings between clients and planner
- Prepare a bride and groom timelines and checklists
- Email reminders first of the month of what needs to be accomplished that month
- One visit to venue and/or church of both wedding and reception to go over setup
- Assist with selecting a color scheme, theme and style of the wedding if not done
- Answer etiquette questions
- Provide a list of preferred vendors as needed for vendors not yet hired, for the bride to set appointments with
  - Baker
  - Caterer
  - Florist
  - Musicians
  - Photographer
  - Rental Facilities
  - Videographer
  - Wedding Attire (bridal shops)
  - Officiate
  - Transportation
  - Hora Loca
  - Cigar Rollers
  - Any other special requests
- Final walk-through with client at selected sites month of the wedding
- Final timelines prepared the month of the wedding
- Final consultation with vendors the month of the wedding following up with emails and details
- 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



Continued...

- 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
- Setup and tear down on day of wedding
- One assistant for every 120 guests

*This package is based on a guest count for up to 120 guests. If guest list increases by 50 or more guests, additional fees will apply 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 honored as one of the 2019 Top 21 Wedding Planners in Miami by [Expertise.com](http://Expertise.com). Please visit our website for more information, reviews from our most recent clients and pictures of our most recent weddings at [www.fortunaeventsmiami.com](http://www.fortunaeventsmiami.com).*

For pricing and more information please contact us by calling 786.479.3220 or emailing us at [Bobbie@fortunaeventsmiami.com](mailto:Bobbie@fortunaeventsmiami.com).

*Let us bring your visions to life!*