



## *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 Package. This packages starts 2 to 4 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
- Unlimited phone and email availability during business hours (9:00 am - 5:00 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 site 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
- 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
- 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
  - 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



*This package is based on a guest count for up to 110 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](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!*