



Weddings, Special Events & Travel Planners

Full Wedding Planning Package

Full Wedding Planning is for the bride and groom that needs help from beginning to end. The planning begins 8 to 12 months in advance. If more than 12 months is requested additional fees may apply.

Full wedding planning package includes:

- Initial consultation with the bride and groom, complimentary via phone or in person or both
- **Full-Wedding Package – planning begins upon signing of contract and initial deposit received**
- 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)
- 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 (if needed)
- Assist with selecting a color scheme, theme, style and decor of the wedding (if needed)
- 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 three meetings per vendor category if necessary
 - Cake
 - Caterer
 - Florist
 - Musicians
 - Photographer
 - Rental Facilities
 - Videographer
 - Wedding Attire (bridal shops)
 - Officiate
 - Transportation
 - Hora Loca
 - Cigar Rollers
 - Any other special requests
- 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 choosing invitations and prepare and mail invitations if needed
- Track and monitor all RSVP's and who will be attending and not attending for accurate guest counts
- Identifying hotels for out of town guests
 - Work with hotels to find the best group rates available
 - Monitor hotel guest list and make reservations as necessary
- Coordinate Travel arrangements for out of town guests



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- 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/or 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 and other vendors if needed)
 - 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
- Setup and tear down on day of wedding and monitor all vendors setup and tear down
- One assistant on site for every 120 guests

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 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. 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!

Fortuna Events Miami Corp.

786.479.3220 * Bobbie@fortunaeventsmiami.com * www.fortunaeventsmiami.com