

Wedding Design and Coordination

We believe that weddings should be as distinctive and personal as the individuals themselves. Weddings are about lifestyles, cultures, sense of style and personal stories that all need to be translated into your wedding day. The majority of our clients are busy professionals. Some want to be very involved throughout the planning process and others truly want us to manage their events. In either case, the final decisions are yours. This is one of the most significant days in your life. This is your life, your investment and your wedding!

At VP Events, regardless of the level of service you select; it is our goal to assist you in the planning of your wedding such that you, your family and friends, can truly enjoy the day! Whether you plan to get married on a beach at sunset, in a romantic vineyard, at an exclusive private estate or at a resort where you can spend a long weekend with your family and friends; it's all about your day. Whether you want a customized dinner with wine pairings, crepes at midnight, a gelato bar, or the "cheeseburgers" truck to show up at your reception; we will make it happen.



The Beginning

An initial consultation is conducted at no charge. We prefer to sit down with you, share a glass of champagne and talk about your wedding! As many of our brides and grooms are destination clients, this meeting may be scheduled as a conference call. The purpose of this meeting is to review your ideas, discuss initial design concepts, and to have a realistic conversation about your expectations, budget, planning timeline and most importantly - your priorities. Following this meeting, a contract will be developed and personalized for your wedding.

Customized Packages and Options

Our proposals and packages are designed to meet the individual needs of our clients. However, we also recognize that you would like to have some initial information for consideration as you begin your search for your wedding planner. We develop each proposal on a flat rate basis. We do not charge a percentage of wedding budget for two main reasons. First, we get very creative with our clients. We love to offer you ideas to make your wedding unique to you. We never want you to feel that we offer suggestions based on the premise that we might make more money if you accept our ideas. Second, the level of service we provide is an integral part of who we are and has nothing to do with the amount of money you are spending on your wedding.

We have provided some options, and general ranges within those options, for your review. It is our sincere hope that you understand that these are ranges and your proposal will be specific to your wedding design and location, level of service and your individual needs and preferences. Your proposal may be less or more than the standard ranges. Regardless of the package, you always have the option to upgrade to a new level of service.



Making Memories



The Basic Package (the Month of Countdown, or the Day Of..)

This is offered to the bride and groom who truly want to plan their wedding on their own, with minimal assistance prior to the wedding from their planner. This package includes the client securing the location and vendors, and then turning over the coordination and enjoying their wedding day! Please note that this package is not available for off-premise weddings, such as private estates. This includes the following:

- The clients are responsible for securing the location and providing VP Events, Inc. a copy of their contract, as well as all vendor contracts, at least 60 days prior to the wedding.
- A Lead Planner and an assistant for up to ten hours on the day of the wedding will be provided. All aspects of the wedding and reception will be orchestrated by VP Events, Inc. The planners will assist with planning the processional, ceremony positions and recessional as well as review music cues with the musicians. Additionally, the planners will work with the groomsmen and ushers on escort etiquette. Any personal items for your ceremony will be placed for your ceremony, and the guest book and pen or other signatory items will be in the proper place for your guests.
- The designated Lead Planner and assistant will oversee the ceremony rehearsal for a maximum of 2 hours.
- A checklist of items for the wedding and reception will be developed by the planners. These items will be checked upon receipt, and checked upon return to the client's specified location, example: hotel suite. A copy of the checklist will be left for the client.
- One face-to-face meeting will be conducted to review the details of the wedding and one meeting with the Catering Director to walk-through the ceremony and reception spaces, review the layout, banquet event orders, and production details.
- Client will provide seating assignments in an alphabetical listing, as well as by table the week prior to the wedding.
- Unlimited vendor referrals will be provided to the client.
- The planners will develop a wedding day timeline and production schedule, and distribute to vendors based on approval by the clients.
- The planners will confirm all final details with the wedding vendors.

The guest count, location, size of the bridal party and personal requests of the clients or requirements of the venue will impact the final proposal. Following the initial consultation, a formal proposal will be forwarded to the client.



The Flex Plan

This package is designed for the client who would like the services of the Basic Package, plus additional time for planning their wedding day. It is a flexible package in that, based on information obtained during the initial consultation; an estimated number of hours for pre-planning are included. This offers additional time without the commitment of the Signature, or Full Service Package. This package also includes additional time and assistants for the wedding day. If the projected hours are not utilized, you will not be charged for them in the final invoice. And, we do not go over these hours without your approval. For this package and our Signature package, you have unlimited access to our team for brief telephone calls and emails. We would prefer that you call us with questions or for guidance as you make your wedding decisions than to be worried about being billed in increments. It is more efficient to assist you on the front end than to try and address issues after contracts have been signed and deposits paid.

- The clients are responsible for securing the location and providing VP Events, Inc. a copy of their contract, as well as all vendor contracts, at least 60 days prior to the wedding.
- A Lead Planner and two assistants for up to twelve hours on the day of the wedding will be provided. One of the assistants will be assigned to the bride's party and the other will be assigned to the groom's party. All aspects of the wedding and reception will be orchestrated by VP Events, Inc. The planners will assist with planning the processional, ceremony positions and recessional as well as review music cues with the musicians. Additionally, the planners will work with the groomsmen and ushers on escort etiquette. Any personal items for your ceremony will be placed for your ceremony, and the guest book and pen or other signatory items will be in the proper place for your guests.
- The designated Lead Planner and assistant will oversee the ceremony rehearsal for a maximum of 2 hours.
- A checklist of items for the wedding and reception will be developed by the planners. These items will be checked upon receipt, and checked upon return to the client's specified location, example: hotel suite. A copy of the checklist will be left for the client.
- One face-to-face meeting will be conducted to review the details of the wedding and one meeting with the Catering Director to walk-through the ceremony and reception spaces, review the layout, banquet event orders, and production details.
- Client will provide seating assignments in an alphabetical listing, as well as by table the week prior to the wedding.
- Unlimited vendor referrals will be provided to the client.
- The planners will develop a wedding day timeline and production schedule, and distribute to vendors based on approval by the clients.
- The planners will confirm all final details with the wedding vendors.
- Assist with selection of Rental Company and rentals necessary to support design concepts and other event needs, in addition to confirming orders and quantities.

Preplanning

- An additional 10-15 hours are allocated to include, but are not limited to:
 - a) Scheduling and attending vendor meetings
 - b) Wedding design, including the development of design concepts, proposals and a mock table set-up with the selected florist
 - c) Assistance with the design of Save-the-Dates, Invitations, Programs, Escort and/or Place Cards, etc.
 - d) Securing a rehearsal dinner location
 - e) Negotiating hotel room accommodations for out-of-town guests
 - f) Arranging wedding day transportation
 - g) Developing personalized planning timeline based on your wedding date
 - h) Developing budget worksheet to assist you with budget maintenance during the course of planning your wedding
 - i) Developing and providing a photography schedule and abbreviated timeline to your bridal party and families at the rehearsal.

The guest count, location, size of the bridal party and personal requests of the clients or requirements of the venue will impact the final proposal. Following the initial consultation, a formal proposal will be forwarded to the client.



The Signature Wedding

This package is for the bride and groom who want VP Events, Inc. to manage every aspect of their wedding and reception. This can include negotiating and securing a location. This package is truly custom designed to meet the needs of the clients. Additionally, this package does not have set hours for pre-planning, for the rehearsal, wedding and reception, and for all production aspects. It minimally includes, but is not limited to:

- A Lead Planner and three assistants for the day of the wedding will be provided. One of the assistants will be assigned to the bride's party and the other will be assigned to the groom's party. The third assistant will be assigned on site as needed. All aspects of the wedding and reception will be orchestrated by VP Events, Inc. The planners will assist with planning the processional, ceremony positions and recessional as well as review music cues with the musicians. Additionally, the planners will work with the groomsmen and ushers on escort etiquette. Any personal items for your ceremony will be placed for your ceremony, and the guest book and pen or other signatory items will be in the proper place for your guests.
- The team will oversee the entire production of the wedding including installation and tear-down.
- The designated Lead Planner and assistants will oversee and orchestrate the wedding rehearsal.
- A checklist of items for the wedding and reception will be developed by the planners. These items will be checked upon receipt, and checked upon return to the client's specified location, example: hotel suite. A copy of the checklist will be left for the client.
- Vendors will be recommended to the Clients or VP Events will work with vendors requested by the Clients. Availability will be checked and meetings will be scheduled. The planner will attend meetings with and on behalf of the clients, as necessary.
- VP Events will work with the selected vendors to confirm orders, arrival and departure times, directions and parking instructions specific to your locations, and appropriate attire.
- VP Events will work with the clients to design and produce all of the wedding materials including Save the Dates, Invitations, Wedding Website, Programs, Place Cards or Escort Cards, etc.
- VP Events will work with the Clients on menu selection and coordination with the Caterer.
- Assist Clients with wedding attire.
- VP Events will oversee all design and rentals for the wedding and reception.
- This includes development of and maintenance of the wedding budget. Clients can elect to provide payments on behalf of wedding vendors to VP or a credit card on file for payments. Clients can also elect to pay vendors directly. VP will maintain the budget and payments schedule for the Clients.
- A personalized planning timeline will be developed and reviewed with the Clients to ensure planning is moving forward in a timely and efficient manner and that details are managed on behalf of Clients.
- A layout of the event spaces will be created in conjunction with the venue or rental company.
- Unlimited vendor referrals will be provided to the client.
- The planners will develop a wedding day timeline and production schedule, and distribute to vendors based on approval by the clients.
- The planners will confirm all final details with the wedding vendors.
- Oversee any technical rehearsals for entertainment including sound checks for musicians or DJ.

- Oversee sound checks for ceremony, including ensuring microphone is ready for officiate.
- Hotel room accommodations will be secured for the wedding guests, and vendors if required.
- RSVP's can be maintained at Client's request. VP Events will work with Clients on seating arrangements and seating charts.
- Permits, vendor agreements and insurances will be obtained and kept on file on behalf of Clients.
- Recommendations for wedding insurance and marriage license information will be provided to Clients.
- Assistance with wedding party gifts and favor selections.
- Maintain contact with vendors, be the liaison between you and your vendors and provide you updates at agreed upon intervals.
- Coordinate the selection and delivery of Gifts and Welcome Baskets.
- Assist with additional wedding weekend events to include Rehearsal Dinner, Welcome Reception, Golf, Bride's Attendants Luncheon, Brunch, and other Concierge Services as requested.
- Assist with selecting honeymoon hotel, reservations and daily activities.

The Signature Wedding Package is designed with a wide array of available services. These may or may not be required for your wedding. We will meet with you, discuss your needs and the services you would like to have for your Signature Wedding. This information, plus guest count, location and requirements of the venue will all be taken into consideration as we develop your individualized wedding proposal.

We look forward to meeting with you to discuss your Signature Wedding!

