



# *BeYoutiful Weddings*

*...because you and your day should be BeYoutiful!*

## *Full Service Planning*

### *The Exquisite Package*

*If you would like help with every aspect of planning your wedding from start to finish, this is the full wedding planning and coordination services provided by BeYoutiful Weddings, LLC! We will work hand-in-hand with you from start to finish ensuring your event is BeYoutiful! While we customize your planning services to meet your unique and individual needs from our entire menu of services, the information below will help you better understand the services provided with our full wedding planning and coordination service.*

#### *Pre-Wedding*

- Establish a "To Do" list to guide the couple in planning their wedding*
- Establish a budget spreadsheet*
- Unlimited emails and phone calls*
- Provide etiquette advice*
- Assist with venue selection – will recommend venues based on your desires, will schedule venue visit meetings for you, will attend up to four venue visits with you*
- Research and make vendor suggestions and schedule meetings*
- Attend up to 10 vendor meetings upon consultant availability\**
- Schedule dress fittings*
- Attend final dress fitting to learn bustle*
- Keep track and send reminders of when payments are due.*
- Manage guest list and keep track of RSVPs*
- Create comprehensive timelines of the ceremony and reception*
- Provide timeline to vendors, appropriate family members, and members of the bridal party*
- Plan ceremony (including seating, processional, and recessional)*
- Manage vendors once hired/selected*
- Confirm all vendors (delivery times, items being delivered, etc) the week prior to the wedding*
- Attend final walk-thru meeting with the reception venue*
- Transport all personal items to ceremony and reception venue (guest book, toasting glasses, etc)*

#### *Wedding Weekend*

- Present at rehearsal to ensure it flows smoothly and to answer any questions*
- Will conduct the rehearsal in the absence of an on-site/church coordinator*
- Present entire wedding day*
- Coordinate all dynamic facets of your day into a seamless and BeYoutiful event: vendor management, attend to guests needs & inquiries, facilitate solutions to unexpected challenging situations that may arise, etc.*
- Assist bride and groom as required throughout the wedding day*
- Oversee all wedding day deliveries*
- Ensure the design of the venue appears as anticipated*



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*Subject to change without notice*



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## *Full Service Planning Continued...*

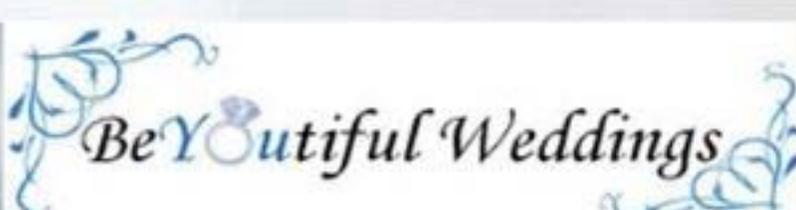
### *The Exquisite Package*

#### *Wedding Weekend Continued...*

- *Present at rehearsal to ensure it flows smoothly and to answer any questions*
- *Organize and distribute all personal flowers*
- *Direct the wedding party so they are in the proper place at the proper time*
- *Deliver payment to vendors requiring payment the day of the wedding*
- *Fix all dresses prior to walking down the aisle*
- *Transport all personal items from ceremony to reception*
- *Coordinate events and announcements throughout the reception*
- *Organize of the bridal party and guests for the Grand Entrance and Exit*
- *Collect gifts, toasting flutes, cake cutter, guest book, or sign in, unity candle & pictures and ensure they reach the proper vehicle or on-site hotel room*
- *Handle all last minute needs*

#### *Post Wedding*

- *Return Tuxedos and all rental items*



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