

Edmond Elite Events

Partial Planning



Congratulations on your special day, we are excited to work with you and ease the stress so that you can focus on what is truly important and that is celebrating love! I can see that you are almost there on your own and just need a bit of guidance moving forward on your big day. This is where I step in and collaborate with you on what you have accomplished so far and tie up any further loose ends to make your day flawless!

Planning

- ✦ Up to 7 hours of face-to-face consultations, vendor meetings, site visits
- ✦ Unlimited emails & phone conversations for planning all aspects of wedding
- ✦ Create an extensive wedding day timeline/itinerary (from setup to break down) which will be approved by couple prior to wedding day and distributed to all vendors
- ✦ Obtain final headcount to reconcile counts/service needs with each vendor
- ✦ Assist in booking vendor still needed (up to 2)
- ✦ Attend walkthrough of selected venue for seating plan options and room layout

Travel / Transportation Arrangements

- ✦ Upon request, arrange transportation for couple
- ✦ Upon request, schedule group transportation for guests

Rehearsal

- ✦ Arrange & coordinate wedding rehearsal

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- ✦ Upon request, provide itinerary to wedding party of wedding day logistics

Wedding Day

- ✦ Complete wedding day coordination (10 hours) including setup/breakdown
- ✦ Oversee vendor set up of ceremony and reception space
- ✦ Point of contact for vendors (filter questions, approve deliveries, troubleshoot)
- ✦ Set up personal decor, such as card box, toasting flutes, special photos, guest book, unity candle, place cards, table numbers, seating chart
- ✦ Assist bride/groom and wedding party as needed prior to ceremony
- ✦ Distribute bridal bouquet, bridesmaid bouquets, boutonnieres, and corsages
- ✦ Organize bridal party to ensure everyone is in place and ready for ceremony
- ✦ Orchestrate couple's entrance, wedding toasts, speeches, special dances, bouquet toss, garter toss, and grand exit to adhere to timeline
- ✦ Collect personal items/gifts and ensure they are in designated vehicle and ready for the end of the night