

Edmond Elite Events

Full Service 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 am committed to ensuring the details no matter how small are tended to with the upmost care. I am excited to walk along this journey with you and your fiancé and will make your special moment timeless!

Planning

- ✦ Up to 25 hours of face-to-face consultations, vendor meetings, site visits
- ✦ Unlimited emails & phone conversations for planning all aspects of wedding
- ✦ Detailed wedding checklist and maintain schedule for meetings, placing orders, tastings, etc.
- ✦ 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
- ✦ Event Design/Style Identification
- ✦ Consult with couple to identify wedding style
- ✦ Create Personalized Budget
- ✦ Work with couple to understand and clearly define wedding budget
- ✦ Manage budget and allocate funds accordingly
- ✦ Keep couple up-to-date on wedding spending
- ✦ Floral and Décor included

Venue Selection

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- ✦ Recommend venues within couple's style and budget
- ✦ Arrange and attend venue site visits
- ✦ Serve as liaison between venue and couple
- ✦ Create seating plan and develop room layout for ceremony and reception

Vendor Selection

- ✦ Recommend vendors within couple's style and budget
- ✦ Arrange and attend vendor meetings
- ✦ Serve as liaison between vendors and couple to review contracts, negotiate pricing, adhere to deadlines, etc.
- ✦ Vendors may include professional such as photographer, videographer, DJ, linens, cake designer, stationer, transportation, caterer, hair & makeup, etc.

Travel / Transportation Arrangements

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

Rehearsal

- ✦ Arrange & coordinate wedding rehearsal
- ✦ Upon request, provide itinerary to wedding party of wedding day logistics

Wedding Day

- ✦ Complete wedding day coordination (10 hours) including setup/breakdown
- ✦ One additional assistant available on wedding day for up to 200 guests

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- ✦ 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