



Great Expectation Events
"Expect Nothing but Perfection!"

The Platinum Wedding

This level of service is designed for those clients who want us to handle every aspect of the event planning, management and production. Some clients choose this service because they are too busy with their day-to-day lives to plan and design their wedding, or others simply take comfort knowing they have the highest level of personal service with planning their special day. You provide us with the vision, and we will take care of all the details. *Packages start at \$1,500.00* Details include, but are not limited to, the following:

- Unlimited email and phone correspondence between client and wedding planner
- Unlimited recommendations and suggestions such as creative ideas, budgeting, etiquette...etc.
- Plan and manage the budget with client
- Assist with selecting ceremony and reception location, securing agreement and finalizing details with site
- Help design wedding concept, theme and décor
- Assist with choosing professional vendors such as minister, florist, photographer, videographer, caterer, rental company, musician, hair/makeup stylist...etc. (based on client's requirements, style and budget)
- Negotiate, finalize details and act as liaison between client and vendors
- Assist with wedding week itinerary, if needed
- Create detailed comprehensive wedding week and wedding day timeline
- Review ceremony and reception ideas, floor plans and seating chart with client
- Assist with reception menu selection
- Review final preparations and confirm with vendors the location, time of delivery and set-up logistics
- Coordinate and conduct rehearsal (1 hour)
- Greet and direct vendors, oversee deliveries and decorations and ensure they fulfill their contractual agreements
- Assist in set up and break down of ceremony and reception sites
- Complete day of wedding coordination
- Maintain proper time management of the event
- Distribute final payments and gratuities to all vendors at the end of the reception

**Up to three hours of preparation and/or clean-up for the wedding site (i.e. ceremony and reception site)-Included in the cost of the package*

**Up to one hour of directing the rehearsal -Included in the cost of the package*

**Up to two hours for directing the ceremony-Included in the cost of the package*

**Up to six hours for directing the reception dinner-Included in the cost of the package*

****Coordination of the Rehearsal Dinner-\$300 in addition to the cost of the package.*

***ADDITIONAL SERVICES CAN BE PROVIDED ON AN HOURLY BASIS OF \$50.00/HOUR.**