



Wedding Services

Complete Wedding Package

Need help from the moment you start planning to the moment you leave for your honeymoon? Then this package is for you!

- ❖ Initial consultation with the bride and groom
- ❖ Unlimited consultations (via telephone and email)
- ❖ Preparing a budget
- ❖ Preparing a schedule/timeline and checklists
- ❖ Assisting with selection and booking of ceremony and reception venues
- ❖ Assisting with selecting and booking an officiant for the wedding
- ❖ Assisting with selecting a color scheme, theme, and style of the wedding
- ❖ Assisting with the mailing out of the invitations
- ❖ Tracking RSVPs and who will be attending
- ❖ Assisting with selection of wedding attire and accessories
- ❖ Finding, negotiating with, and booking suitable vendors
- ❖ Reviewing vendors' contracts and coordinating with vendors
- ❖ Providing information to obtain a marriage license
- ❖ Ceremony planning
- ❖ Preparing itineraries, seating list, name plates
- ❖ Attending and overseeing the rehearsal
- ❖ Instructing attendants about their duties
- ❖ Directing the processional, recessional, and receiving line
- ❖ Reception planning
- ❖ Coordinating the collection of gifts received on the wedding day
- ❖ Follow-up with all vendors one week before the wedding
- ❖ Up to 10 hours of wedding coordination on your wedding day, which includes two coordinators
- ❖ Distribution of final payments to vendors
- ❖ Access to extensive wedding day emergency kit
- ❖ Providing a stress free day for the bride and groom

Partial Services Package

For the couple who wants to plan their own wedding, but wants a little extra help!

- ❖ Initial consultation with the bride and groom
- ❖ Create and provide planning checklist and timeline
- ❖ Assistance selecting suitable vendors
- ❖ Negotiating with vendors
- ❖ Reviewing vendors' contracts
- ❖ Scheduling appointments with vendors for clients to meet with them
- ❖ Coordinating with vendors to ensure services/products are provided in a timely manner
- ❖ Creation of wedding day itinerary
- ❖ Ongoing updates and consultation with the bride and groom (via telephone and email)

Rehearsal and Day of Package

For the couple who has their wedding planned and now wants us to ensure a stress-free, smooth day!

- ❖ Consultation with bride and groom
- ❖ Unlimited consultations (via telephone and email)
- ❖ Preparation of a rehearsal and wedding day itinerary
- ❖ Attendance and direction at the rehearsal
- ❖ Checking with vendors to confirm arrangements for the wedding day
- ❖ Attending, overseeing, and directing the ceremony and reception, which includes two coordinators
- ❖ Distribution of final payments to vendors
- ❖ Access to extensive wedding day emergency kit
- ❖ Providing a stress free day for the bride and groom

A La Carte Services

These additional tasks – and many others – can be added to an above package:

- ❖ Announcing the engagement in the newspaper and/or sending out announcements
- ❖ Coordinating an engagement party
- ❖ Preparing and mailing Save the Dates
- ❖ Assisting with book accommodations and/or transportation for out-of-town guests
- ❖ Welcome baskets for out-of-town guests
- ❖ Assisting with planning the wedding shower and/or get-together for the groomsmen
- ❖ Purchasing the gifts for the bridal party
- ❖ Coordinating rehearsal dinner/party
- ❖ Coordinating post-wedding brunch
- ❖ Bathroom amenities baskets
- ❖ Candy buffets
- ❖ Honeymoon planning
- ❖ Sending out thank you cards
- ❖ Assisting with change of address paperwork
- ❖ And, much, much, more!!!

Don't see something you need help with on our list? Feel free to ask, as *Robyn Plans* is able to accommodate most requests!

Exact pricing depends on number of guests and venue locations. Couples will receive an exact quote within one week following initial consultation meeting.

For further information, contact *Robyn Plans* at (508) 284-1809 or robyn@robynplans.com!