

# Wedding Planning Details

We customize every package for our clients but options include the following

- Project timeline, tracking, coordination, milestones & budget
- Unlimited meetings and correspondence with client & their vendors
- Obtaining Vendor Proposals and assisted selection
- On site, multi-location coordination from beginning to end on all event days
- Rehearsal management on any evening the week leading up to wedding date
- Design Consultations & Recommendations
- Design of menus, programs & escort cards
- Set up of linens, table placements, favors, escort card display, menu, gift table and guest book
- Create & manage wedding website through Theknot.com
- Vendor management & liaison between the wedding party/client and venue
- Monitor event activities to ensure the client and event attendees are satisfied
- Create Day of timeline and manage the ebb and flow
- Mail Save the Dates & Invitations
- Create hour by hour timeline for wedding party and vendors
- Assist Bride/Groom, and Wedding Party/Client
- Organize and space the processional line up
- Ensure that the days flow smoothly and as planned
- Preview the wedding and reception sites and make any corrections
- Keep track of marriage license, ketubah, ritual items, rings.
- Use of, set up and strike of all of Blue Llama Events Décor Inventory
- Guest list management by mail RSVP and/or wedding website
- Itinerary & Guest Management
- Room Block Management if applicable
- Assist vendors as needed throughout the event and ensure rental items are returned on time