

D'Perfect Touch

WEDDINGS & EVENTS



Wedding Collections

MONTH OF COORDINATION

Month of Coordination is a perfect option if you want to plan your wedding, but need a professional coordinator in the background to answer questions, offer advice and coordinate the details on the wedding day so you can sit back, relax, and enjoy your perfect event. The package includes:

Pre-Wedding

- Pre-wedding consultations
- Bi-Monthly or quarterly accountability check-in meetings
- 4-6 Weeks transition from planner to bride and/or groom
- Supplying any needed vendor recommendations
- Etiquette information
- General wedding planning advice and council
- Constructing a detailed wedding day timeline
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating the ceremony rehearsal

Wedding Day

- Directing the ceremony processional and reception flow
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Acting as the point of contact for all vendors
- Assisting the wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Providing an emergency kit
- Dealing with any unforeseen hiccups
- On-site coordination allowing you to enjoy every moment of your wedding day without any worry of background details



****All services are subject to change without notice****

407-283-7525

www.dperfecttouchevents.com

PARTIAL PLANNING PACKAGE

This offering is designed to allow the couple a hands-on role in their planning activities along with our professional assistance to guide them along the way. Our Partial Planning Package is an ideal option for the couple who may have already completed portions of their planning and require less assistance than a Full Service Package. At a minimum this couple has already secured 3 wedding vendors including their venue and caterer. This package includes:

Pre-Wedding

- Pre-wedding consultations
- Supplying any remaining vendor recommendations
- Serve as your vendor liaison
- Arranging vendor appointments or consultations
- Design and/or theme support for ceremony & reception
- Attendance vendor meetings
- Floorplan construction
- Review contracts
- Wedding budget discussion and payment reminders
- Design budget discussion and payment reminders
- Couple and guest accommodation assistance for hotel and transportation
- Wedding etiquette information
- On-going general advice
- Constructing a detailed wedding day timeline
- Attendance at final vendor meetings
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating the ceremony rehearsal

Wedding Day

- Secondary wedding coordinator for extra guests and vendor support
- Directing the ceremony processional and reception overall flow
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Acting as the point of contact for all vendors and offering guests assistance
- Distributing final payment and gratuity to vendors
- Dealing with any unforeseen hiccups and providing an emergency kit
- On site-coordination allowing you to enjoy every moment of your wedding day without any worry of background details

****All services are subject to change without notice****

407-283-7525

www.dperfecttouchevents.com



FULL SERVICE PLANNING PACKAGE

Full Service Wedding Planning & Coordination package is for the couple who wants a full-time professional overseeing every aspect of their wedding planning and wedding day. This package includes (but is not limited to) assistance with:

Pre-Wedding

- Wedding planning timeline preparation and creating a wedding checklist
- Establishing priorities, developing, and tracking the budget
- Ceremony + reception venue location search
- Vendor recommendations, negotiations, and bookings
- Arranging vendor meetings and appointments
- Full design and theme creation & execution supervision
- Floorplan construction
- Contract review
- Vendor management
- Assistance in ordering save-the-dates, wedding invitations and all printed materials
- Wedding favors & accessories assistance
- Coordinating hotel accommodations and transportation
- Etiquette information
- General advice and consultation
- Unlimited meetings and coordination time
- Attendance at vendor meetings
- Confirming all details with the appropriate vendors prior to the wedding
- Creating wedding day timeline
- Facilitating the ceremony rehearsal

Wedding Day

- Secondary wedding coordinator for additional guests and vendor support
- Directing the ceremony processional and reception flow
- Coordinating and assisting with the setup of the ceremony and reception

****All services are subject to change without notice****

407-283-7525

www.dperfecttouchevents.com

- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Acting as the point of contact for all vendors
- Assisting the family, wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Providing a stocked emergency kit
- Dealing with any unforeseen hiccups
- Unlimited time on-site with your coordination team allowing you to enjoy every moment of your wedding day without any worry of background details



WE HOPE YOU ALLOW OUR TEAM TO BE A PART
OF YOUR HAPPILY EVER AFTER!

****All services are subject to change without notice****

407-283-7525

www.dperfecttouchevents.com