



simply beautiful concepts

Simply Perfect

Planning Session

A planning session is a time for you and your planner to sit down and discuss details related to your event. This can consist of going over clippings, articles or websites of interest. A review of your planning task list and timeline. Delivery of expense reporting. Vendor reviews. Concept design. Planning sessions are separate from accompanying the bride to vendor appointments. It is imperative to have time to focus on the details of the planning without the distraction of a salesperson. For Lovely brides, this will be more of a coordination session during the month of the wedding. (Up to 3 within 30 Days prior to Wedding)

Vendor Management

Regular correspondence with vendors to confirm/change service orders, set up payment schedules and preparation of Vendor Wedding Day schedule. A timeline will be created for all vendors in advance.

Custom Planning Timeline

Each block of time (days, hours, and minutes) leading up to your wedding will be formatted into manageable checklists and itinerary that, as a team, we can ensure that every detail is attended to in a timely manner.

Rehearsal Direction & Dinner Coordination

Rehearsal Direction: Your wedding party and their guests will be provided with a Party Member Package which includes: Wedding Event Itinerary (Rehearsal – Reception), Customized Reminders & Responsibilities for each member, Contact Information Card, Map from either their home or accommodations to the ceremony location, rehearsal dinner and reception venue and a Rehearsal Diagram. It lets your entire wedding party know when & where they have to be and to get them to the ceremony & reception on time! These special people may include your bridesmaids & groomsmen, ushers, readers, flower girls, ring bearers, parents, grandparents, and any other people who are involved in your wedding ceremony.

The task of showing your wedding party their placement and responsibilities during your wedding is critical for the big event. As your Rehearsal Coordinator, I will have mapped out a schedule and format to your specifications before the rehearsal. This schedule will include an overhead diagram view of the ceremony site, specified placements of the wedding party and VIP family members. Each member of your wedding party will be presented with customized introductory name tags that will help facilitate each family getting to know one another (and help me direct the rehearsal). Introduce me to your wedding party and let me take over from there. By eliminating the stress of focusing on directing the rehearsal, you will leave confident of the final production.

Rehearsal Dinner: A rehearsal dinner is a chance for you to unwind and mingle with your wedding party & family before the big day. As your Coordinator, I will ensure that these festivities are given as much care and detail as your reception. Maybe you want an intimate dinner in a quaint restaurant or a large outdoor barbeque picnic with your family & close friends. Whatever your vision for the perfect rehearsal dinner, I'll help you choose a location; assist in deciding on the menu, theme, décor and work with the staff who will be serving your guests.

Ceremony & Reception Set-Up

All elements of your wedding will be professional supervised and assisted by our staff. Place cards, menu cards, favors, programs etc. will be in our capable hands to assure proper arrangement. We'll give direction to all your vendors and act as their main point of contact.

Wedding Day Management

- Timeline Management
- Vendor confirmations
- Point of contact for vendors and guests
- Oversee design implementation
- Assist bride and bridal party
- Transport items from Ceremony to Reception
- Ensure remaining payments and/or gratuities are distributed appropriately
- Professional gown Bustle for reception



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Ensure gifts are loaded into designated vehicle

Unlimited Correspondence & Etiquette Advice

During the months and days leading up to your Big Day, feel free to contact us at any time. Our main goal is to ensure you enjoy your day. By keeping the lines of communication open, each detail will be attended to appropriately.

Assistant Coordinator as required. (Additional Cost)

Travel & Expenses Additional

Starting at \$1000