

## Justina Aurora Events



## The Mid-Way Planner

- Comprehensive planning beginning 6 months prior to your big day. We'll pick up where you have left off and relieve you from the remaining planning logistics. Leaving you to enjoy your special day worry free.
- First in person meeting 6 months prior to event date, to obtain a clear understanding of client's vision and goals. "Get to know you session". Receive an overview of all their planning progress and expectations. Clients will have venue, caterer and most vendors secured.
- Up to three design progress meetings to follow, based on schedule of clients and coordinator. Including meetings with vendors if necessary. One of these meetings to be an on-site venue walk through, reviewing floor plan and design set up.
- Final design meeting two weeks prior, to discuss and finalize floor and design plan, timeline and all other planning details.
- Provide complete wedding checklist, to assist with staying on track and ensure all necessary details have been completed.
- Share preferred vendor contacts. Suggest and secure remaining vendors.
- Assist with coordination and management of wedding rehearsal.
- Unlimited suggestions and assistance with design and decor planning.
- Provide helpful reminders of due dates and remaining vendor payments.
- Collect and review vendor contracts and important information. Remain vendors point of contact 4 months prior to event.
- Coordinate meetings with vendors as needed.
- Contact all vendors a week prior confirming delivery dates, times, locations and contracted services.
- Develop an event one sheet for all vendors. Providing a scheduled itinerary and any required venue restrictions and/or guidelines.
- Early arrival day of to manage, direct and be the on-site point of contact for family, wedding party and vendors throughout the event day.

- Receive deliveries, greet vendors and ensure vendors are providing contracted services.
- Create and give expertise advice of detailed event timeline and event floor plan.
- Coordination of ceremony and reception. Lining up and cueing the wedding party & music for the ceremony and reception.
- Gather family members / wedding party for photos. Work with photographers and videographers to ensure any specific pictures you require are taken.
- Ensure all design specifics and tables are staged accordingly. Make certain event floor plan is being adhered too.
- Confirm proper placement and decoration of wedding accessories, i.e., place cards, menu cards, table numbers, guest book, gift box, candles, etc.
- Assist DJ / Emcee in guiding guests throughout the day. Ensuring event flows smoothly from start to finish, i.e., grand entrance, first dance, toast, etc.
- Aid with any dietary needs or special meal requests.
- Available and alert to take care of any unexpected occurrences.
- Making sure specialty items and gifts are packed up at the end of the event, i.e., cake topper/cake cutting set, toasting glasses, etc.
- Distribute gratuities / final payments to vendors on your behalf.
- Includes continuous consulting communication via email and phone.
- Includes 10 hours of service day of wedding.
- Assistant may be added for day of execution depending on additional requested duties and guest count. Additional fees apply.

**Starting at \$2,495**

**All pricing based on agreed upon duties and event guest count.**

**Guest count over 75 requires an onsite assistant.**

**Additional hours of service available for an additional fee.**

**Coordination and execution of rehearsal dinner available for an additional fee.**