



## **Congratulations on your engagement! Are you having fun yet?**

By now you've probably shopped around for hours, left voicemails all over town and had your inbox clogged with solicitation emails. What started off as fun may now be a bit overwhelming. Just as you wouldn't build a house by yourself, you shouldn't feel like you have to build every aspect of your wedding without help. An event planner saves you frustration, time and money. What you spend on our services will actually save you money as well as your nerves, and those of your family and fiancé.

How? The Adrian Events team crafts the blueprints to build your wedding. You give us the vision, and together, we put together the details. We supply the labor and before you know it, you're having your dream day, stress-free and within budget.

Here's what Adrian Events offers:

### Initial Planning Stage (upon booking our services)

- Meet with you to get to know each other and walk the venue together. If you don't have a venue yet we'll help you find one.
- Discuss your vision of how everything should proceed. Start finding vendors that can deliver the goal on budget and within your time frame.
- Begin booking those vendors.

### Getting to the Details (usually two months after booking vendors)

- Sit down with you and go over every vendor involved, the proposed time line of events, the menu, the decor and the venue's policies as you understand them.
- Our team will contact each vendor, discuss your event with them to make sure everyone is on the same page, and verify their needs/expectations. We will contact your venue, tell them the vendors' needs/your needs and make sure the logistics match.
- Doing all of this makes sure that there are no miscommunications, billing errors, incorrect assumptions or missing details. If something doesn't match up, we'll work with you to fix it.

### Changes/Adjustments and Reminders (ongoing)

- Whenever a detail or decision needs to be changed, we will take care of it for you and send you updated paperwork as needed.
- We'll track the time line and remind you of any decisions or vendor payments that need to be made.

If coordination of wedding is involved:

- Meet and discuss flow of the wedding. Get everyone's names and their roles in the wedding.
- Step through the ceremony so that when it actually happens there will be no surprises.
- We'll confirm the discussion details with the officiant, photographer, videographer and the DJ to make sure we act as a team on the big day. You won't have to cue anyone, find anyone or do anything except relax and stay as calm as possible.

One month to Two weeks prior:

- Coordinate with your venue and the catering staff with the final guest count. We will confirm delivery dates for anything being delivered, such as flowers, linens, etc.
- We'll work on any last minute needs that may pop up to keep you stress-free.

Day before:

- If we can get a rehearsal the day before, we'll be there to run it (if using our services for the wedding). We will have already spoken to the officiant and DJ regarding their needs. We'll work with the officiant during the rehearsal and get everything done within one hour so you can get to your rehearsal dinner.

Day of:

- Arrive at the opening time to meet the deliveries for the reception, put on the tablecloths if needed, help with decor and finish prep work for the ceremony and reception
- Work with the venue to make sure their policies are being honored and greet & direct all vendors.
- Coordinate closely with all the other vendors right before the ceremony to make sure they're ready and then check with your parents and future in-laws to see if the important guests are present.
- Once guests have arrived, we'll direct all of you for the procession and you'll begin the ceremony. Transition to the reception and finish up details there.
- Work closely with the reception vendors to make sure the time line flows smoothly and that no one has to bother you or your family with questions.
- At the end, you leave and we stay to help clean up the personal decor and anything else that you brought into the venue. You'll only need to delegate people to pack up and remove your gifts, décor and incidentals.
- As the bride, your hands touch nothing at clean up and you and your new husband can leave knowing everything will be handled properly.

(This time line is an example of a typical event—yours will be customized according to your needs)

**Savings to you: Approximately 100 hours of phone calls, emails, meetings and other legwork. (the average time a DIY bride spends on her wedding)**

**You also save yourself the continuous interaction needed with vendors both before and during the wedding day.**

If using Adrian Events for two venues (separate ceremony & reception) AND/OR if you have an event with 150 or more guests, there is a \$300 fee for a second coordinator.