



Month of Wedding Planning (because a day is never enough)

One month prior:

- Sit down with you and go over every vendor involved, the proposed time line of events, the menu, the décor and the venue's policies as you understand them.
- Discuss your vision of how everything should proceed and match that against what you have thus far. Fill in any gaps and source any items/services still needed. Adrian Events will contact each vendor to make sure they are on your same page as well as clarify their requirements. We will contact your venue, tell them yours and the vendors' needs and make sure the logistics match.
- Doing all of this ensures that there are no miscommunications, billing errors, incorrect assumptions or missed details. If something doesn't match up, the Adrian Events team works with you to fix it.

Two weeks prior:

- Meet again and discuss flow of the ceremony. Get everyone's names and their roles in the wedding.
- We will confirm our discussion with the ceremony vendors to make sure we act as a team on that day. You won't have to cue anyone, find anyone or do anything except enjoy your day as guest of honor.

One week prior:

- Coordinate with your venue and the catering staff with the final guest count. 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 you have a rehearsal, you'll have a team member present to run it then and on the day. (if using our services for the wedding) Rehearsals run 45 minutes to one hour.

Day of:

- We will arrive at the vendor 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, direct all of you for the procession and you'll begin the ceremony; then 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 Adrian Events stay to help clean up the personal decor and anything else that you brought into the venue. You'll just need to delegate people to get the gifts and the leftover food in their car(s) and remove them from the venue.
- As bride, your hands touch nothing at clean up and you and your new husband can leave knowing everything will be handled properly.

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

Savings to you: Approximately 75+ hours of phone calls, emails, meetings and other legwork needed to finalize the details of those critical last days.

You also save yourself from running the day and being the constant decision maker for every vendor and guest.

If the wedding and reception size is over 150 guests OR if the wedding is at a separate venue and needs coordination, a second planner fee will be required.

Signed agreement and retainer required to begin the process.