

♥ Wedding Planning/Coordination Packages ♥



Partial “Day of” Wedding Coordination

starting at **\$750.00** (Half day/5 hrs.)

- ♥ Complimentary telephone consultation to get to know you and your vision for the day
- ♥ A detailed telephone meeting to go over the basic timeline and schedule of the ceremony and reception
- ♥ Dolce Vita Events will review your existing floor plan, venue details, timeline/schedule of deliveries from your other wedding vendors so that we are prepared to manage deliveries and set-up on the wedding day. (You will email all necessary information to us)
- ♥ Creation of basic ceremony and reception timeline schedule if one is not already in place (must have at least 2 week notice)
- ♥ On-site coordination at ceremony & reception
- ♥ Point of contact on “day of” (only) for vendors, deliveries, bridal party

Rehearsal *(option to be subtracted from 5 hours of coordination or costs additional \$150 with **Partial Day** of package)**

- ♥ 1 hr. rehearsal coordination to dry run ceremony procession and timeline
- ♥ Distribute wedding day timeline to best man/maid-of honor, wedding party, Officiate, etc.
- ♥ Work with wedding officiator to choreograph wedding ceremony, processional and recessional
- ♥ Alert wedding party as to where they need to be the following day, and at what time

Pre-Ceremony

- ♥ Make sure personal flowers i.e. bridal bouquet, bridesmaids flowers and father of the bride’s boutonniere are distributed
- ♥ Make sure photographer schedule is on time and that they have their “must shoot” list of poses/people
- ♥ Gather bride, bridal party and immediate family for pre-ceremony photos (if applicable)
- ♥ Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony
- ♥ Make wedding party aware of any last minute details
- ♥ Act as liaison for transportation drivers to ensure all bridal party is on the way to the ceremony location
- ♥ Set up programs and other ceremony items i.e. guest book, unity candles, florals, etc
- ♥ Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer

Ceremony

- ♥ Ensure that ushers/groomsmen arrive on time and are ready to pass out programs
- ♥ Alert ushers/groomsmen as to when to begin escorting guests to their seats
- ♥ Ensure that ceremony musicians have arrived and direct them as to where to set up
- ♥ Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music. Determine what hand signals will used to cue musicians
- ♥ Act as liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- ♥ Communicate with bride and groom so that they know how much time remains before the start of the ceremony
- ♥ Handle any emergencies that may arise



- ♥ Ensure Best man/MOH have the rings, special speakers/singers are prepared and know their cues
- ♥ Greet, final look check, and line up the bridal party for their entrances down the aisle
- ♥ Cue ceremony musicians when bridal party is ready to begin processional

Prior to Reception *(takes place during wedding photography hour)*

- ♥ Gather family and friends for after ceremony photos
- ♥ Arrange escort cards
- ♥ Make sure reception flowers/décor is set up according to flower order
- ♥ Ensure that reception venue is set up properly, including personal belongings/details for bride & groom, etc.
- ♥ Meet with catering staff to confirm food timeline
- ♥ Set up guest book and pen, champagne flutes, cake cutting utensils
- ♥ Set up table numbers/names and menu cards
- ♥ Set up favor table, gift table, cake table, etc.



Reception

- ♥ Ensure reception venue décor and dining tables are set up properly
- ♥ Greet and help guests locate their escort cards and dining tables
- ♥ Ensure cocktail hour time flow, musician/music and proper flow of cocktail hour food/drinks
- ♥ Along with catering staff, wrangle guests to their seating/tables in preparation for bridal party arrivals
- ♥ Manage bridal party and instruct them on cue for entrance/introductions/first dance, etc.
- ♥ Cue band/DJ when bride and groom are ready to be introduced
- ♥ Cue band/DJ, photographer, and videographer when important events take place at reception i.e. bridal party arrivals/introductions, first dance, cake cutting, toasts, parent dances, etc.
- ♥ Cue best man/MOH and father of the bride when they are about to be announced for toasts
- ♥ Alert catering staff to pour champagne just before the toasts
- ♥ Prevent & fix any problems that may arise during event
- ♥ Remain easily accessible throughout the remaining allotted time in case there are any details you would like attended to
- ♥ Ensure all major details are tended to prior to end of shift



Additional hours may be purchased at \$125 per hr.

Full “Day of” Wedding Coordination (most popular)

starting at \$1250.00 (up to 10 hrs.)

- ♥ Complimentary telephone consultation
- ♥ On-site coordination at ceremony & reception
- ♥ Additional representative, on-site, on wedding day* (if applicable)
- ♥ Point of contact on “day of” (only) for vendors, deliveries, bridal party

One Week Prior to Wedding Day

- ♥ Meet with bride and groom to walk venue and coordinate timeline. Go over any special arrangements the couple has made with vendors, and discuss the flow of wedding day schedule.
- ♥ Creation of basic ceremony and reception timeline schedule*



- ♥ Contact essential vendors (DJ, Venue, Catering, Photo/Video) and make sure they have Dolce Vita Events contact information as the official wedding coordinator.
- ♥ Send vendors a copy of the final timeline and make sure they have directions to the ceremony and reception locations.*

Rehearsal (included in *Full Day* package)

- ♥ 1 hr. rehearsal coordination to dry run ceremony procession and timeline
- ♥ Distribute wedding day timeline to best man/maid-of honor, wedding party, Officiate, etc.
- ♥ Work with wedding officiator to choreograph wedding ceremony, processional and recessional
- ♥ Alert wedding party as to where they need to be the following day, and at what time

Pre-Ceremony

- ♥ Make sure personal flowers i.e. bridal bouquet, bridesmaids flowers and father of the bride's boutonniere are distributed
- ♥ Make sure photographer schedule is on time and that they have their "must shoot" list of poses/people
- ♥ Gather bride, bridal party and immediate family for pre-ceremony photos (if applicable)
- ♥ Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony
- ♥ Make wedding party aware of any last minute details
- ♥ Act as liaison for transportation drivers to ensure all bridal party is on the way to the ceremony location
- ♥

Bridal Assistance - *At brides "getting dressed" location (Full Day Package Only)**

- ♥ Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely fashion
- ♥ Coordinate any food deliveries and set up and clear all meals for the bride
- ♥ Assist bride with putting on her wedding gown with proper bustle/corset lacing
- ♥ Assist wedding party with styling attire/accessories
- ♥ Communicate with best man to make sure groom is getting dressed and on-time



Ceremony

- ♥ Set up programs and other ceremony items i.e. guest book, unity candles, florals, etc
- ♥ Ensure that ushers/groomsmen arrive on time and are ready to pass out programs
- ♥ Alert ushers/groomsmen as to when to begin escorting guests to their seats
- ♥ Ensure that ceremony musicians have arrived and direct them as to where to set up
- ♥ Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music. Determine what hand signals will be used to cue musicians
- ♥ Act as liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- ♥ Communicate with bride and groom so that they know how much time remains before the start of the ceremony
- ♥ Ensure that the marriage license is signed & wedding rings are present
- ♥ Greet, final look check, and line up the bridal party for their entrances down the aisle
- ♥ Cue ceremony musicians when bridal party is ready to begin processional

Prior to Reception (takes place during wedding photography hour)

- ♥ Gather family and friends for after ceremony photos
- ♥ Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer
- ♥ Arrange escort cards
- ♥ Make sure reception flowers/décor is set up according to flower order
- ♥ Ensure that tent and lighting are set up properly and troubleshoot as needed
- ♥ Meet with catering staff to confirm food timeline



- ♥ Set up guest book and pen, champagne flutes, cake cutting utensils
- ♥ Set up table numbers/names and menu cards
- ♥ Set up amenities baskets, hand towels, candles etc. in bathrooms

Reception

- ♥ Ensure reception venue décor and dining tables are set up properly
- ♥ Greet and help guests locate their escort cards and dining tables
- ♥ Ensure Cocktail Hour time flow, musician/music and proper flow of cocktail hour food/drinks
- ♥ Along with catering staff, wrangle guests to their seating/tables in preparation for bridal party arrivals
- ♥ Manage bridal party and instruct them on cue for entrance/introductions/first dance, etc
- ♥ Cue band/DJ when bride and groom are ready to be introduced
- ♥ Cue band/DJ, photographer, and videographer when important events take place at reception i.e. bridal party arrivals/introductions, first dance, cake cutting, toasts and parent dances
- ♥ Cue best man/MOH and father of the bride when they are about to be announced for toasts
- ♥ Alert catering staff to pour champagne just before the toasts
- ♥ Prevent & fix any problems that may arise during event
- ♥ Remain easily accessible throughout the entire event in case there are any details you would like attended to
- ♥ Distribute final payments/gratuities to vendors at the end of the evening (no negotiation in the terms of vendor contracts will be handled by The Wedding Coordinator at this time)
- ♥ Set up favor table towards the end of the evening (if applicable)
- ♥ Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to a family members car at the end of the night

Additional hours may be purchased at \$100 per hr.

Month of Wedding Planning Package

starting at \$2800.00

For couples who have planned most of the details for their big day but need additional assistance on fine tuning those last minute/intricate elements. All services included in Day of Coordination package – *see above**, plus:

- ♥ Comprehensive planning meeting to finalize existing plans and incorporate new task lists to complete all planning details
- ♥ Venue walk thru to develop logistics/design elements and floor plan
- ♥ Final venue walk thru and design meeting to finalize all details and elements 2 weeks before wedding
- ♥ Assistance with seating charts and rsvp's
- ♥ Attend 1 additional final vendor meeting with couple/bride (i.e. final dress fitting, final cake/catering tasting, etc.)
- ♥ Creation of in depth itinerary and instructions, circulated to 1-2 weeks prior to wedding
- ♥ Confirm all vendor payments and arrangements
- ♥ Weekly task schedule reminders via email for one month prior to wedding
- ♥ Follow up telephone calls to vendors 1-2 weeks before day of wedding
- ♥ Confirm final guest counts for seating and catering
- ♥ Collect wedding day items such as guest book, cake knife, pictures, toasting flutes, favors, candles, programs, place cards, cake knife, etc. (prior to wedding or day of rehearsal)
- ♥ Create/manage vendor delivery schedules for wedding day

“Platinum Level” Wedding Planning Package

starting at \$3500.00

For couples who have a vision of their day, but need Dolce Vita Events expertise to take them through the entire wedding planning process. This Package is our most popular planning package and includes everything in the previous package, plus:

- ♥ 3 in person meetings
- ♥ Comprehensive planning meeting to develop budget, concept, and logistics of overall wedding design, theme and visual elements
- ♥ Comprehensive Design meetings which includes mock tabletop design examples, samples, etc. to finalize décor/floral/event rentals selection
- ♥ Assistance with event concept/design
- ♥ Venue research and referrals based on budget/style/theme
- ♥ Research and refer vendors who fit your style/budget
- ♥ Budget forecast/ management
- ♥ Detailed monthly wedding planning task lists
- ♥ Rehearsal dinner planning/coordination*
- ♥ Coordinate vendor meetings/manage vendor communication
- ♥ Coordinate initial and final cake/catering tastings, dress fittings, hair/makeup trials
- ♥ Confirmation calls to vendors 1-2 weeks before day of wedding and delivery schedule creation/management
- ♥ Coordinate cake and catering tastings
- ♥ Create/distribute detailed wedding/reception timeline and floorplan
- ♥ Rehearsal dinner planning/coordination*
- ♥ Ceremony & Reception planning/coordination
- ♥ On-site coordination at ceremony & reception*
- ♥ Additional representative, on-site, on wedding day*
- ♥ Unlimited guidance via email and phone
- ♥ Wedding Night Room Preparation

“Diamond Level” Full Service Wedding Planning Package

Starting at \$6500.00

For couples who seek full planning and direction on wedding themes, styles, and the latest trends to make their day amazing and wish to have every detail and element planned by us experts. Dolce Vita Events will handle every detail from the day you say "Yes" to your "I Do" so that there is nothing left to plan except the enjoyment of your special day. Includes everything in the previous package, plus:

- ♥ Engagement party coordination and assistance with announcement/Save-the-dates
- ♥ Engagement photo session
- ♥ Assistance with honeymoon travel/accommodations coordination
- ♥ Budget planning / management
- ♥ Detailed monthly wedding planning task lists and calendar creation with task reminders
- ♥ Invitation/stationary design /assistance*
- ♥ Guest list prep/ RSVP management
- ♥ Assistance with seating arrangements
- ♥ Attend vendor meetings, initial/final dress fittings, hair & make-up trial
- ♥ Become point of contact for all vendor communications, requests, and confirmations
- ♥ Set up/ attend initial & final vendor walk thrus
- ♥ Review/manage vendor contracts
- ♥ Marriage License Application assistance



For more information and to book your wedding, please contact Priscilla Thomas-Nakane at (949) 514-8939 Mon.-Thurs. 10AM-5PM or email Priscilla@eventsbydolcevita.com.

Like us @ [Facebook.com/DolceVitaWeddings](https://www.facebook.com/DolceVitaWeddings)

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