

# **EVENTS by LEAH BROWN**

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## **PARTIAL SERVICES WEDDING PACKAGE**

(Includes “Day of Wedding Package”)

This package is best suited for the couple who has started the planning process, but would like assistance with tasks and fine details along the way. Partial planning means you hire us only for the planning and design areas where you would like help. You’ll handle the rest. You can completely build your own package and customize it according to your needs.

- Free Initial Consultation
- Unlimited access via phone and/or email
- Four Scheduled Meetings to guide and review wedding details
- Assistance with Design & Floor Plans
- Comprehensive Checklists & Planning Timeline
- Vendor Referrals/Recommendations & Access to Preferred Vendor List
- Review of Vendor Contracts
- Create detailed Wedding Day Timeline/Itinerary
- Distribute Timeline to all vendors
- Confirm details and timeline with all vendors
- Distribute final payments and gratuities to all vendors
- Walk through venue to confirm layout and setup prior to wedding day
- Coordinate any transportation necessary for the couple, wedding party, family and guests

- Assistance with the selection & execution of print materials such as Save-the-Dates, Invitations, Programs, Menus, Escort Cards, etc
- Assistance with Floor Plans & Table Seating Chart
- Provide reminders & checklist of all personal items needed for wedding day
- Storage & Transportation for all wedding decorations and print materials
- Emergency Wedding kits will be made available
- Full Day of Coordination for Ceremony & Reception  
(Includes Set-Up, Management, Tear-Down/Clean Up)
- Collect & Transport all gifts and wanted decorations to desired location after reception

**Additional Services are available upon request**

**\*Pricing may vary depending on customization**