



FOR BRIDES & GROOMS: WEDDING MENU OF EVENT PLANNING SERVICES

Cuvée

Comprehensive wedding planning from start to finish -- Our team of seasoned experts will take care of every detail to eliminate undue stress and ensure your special day is seamless. We will design a unique theme to make your wedding stand out as a creative representation of the two of you and craft special touches and accents to make this momentous event a memorable one. We promise to serve as your advocate throughout the planning process to make certain you receive the best value and your expectations are met – and exceeded! The **'Cuvée' package** will allow you to enjoy the creative components of planning your wedding without being overloaded with logistics and details.

Services Include:

- Vision meeting to discuss the look and feel of your wedding day
- Creative theme development and recommendations of special touches and unique accents
- Establish budget and provide ongoing management of expenses
- Provide recommendations of preferred vendors that compliment your budget and style
- Contract negotiation
- Guidance on etiquette and protocol
- Create signature cocktail and customized menu
- Assist with the selection, wording and printing of all related materials including save the date, invitation and program
- Develop wedding day timeline
- Create site layout design
- Schedule and attend meetings with venue personnel and key vendors as needed
- Follow up with each vendor prior to wedding day to confirm details
- Assist with seating assignments and review to ensure accuracy
- Facilitate wedding rehearsal (as directed by the officiant)
- Greet and direct vendors upon arrival
- Manage set up of ceremony and reception site
- Coordinate transportation for wedding party
- Maintain timing and flow of ceremony and reception
- Distribute gratuities and/or final payments to vendors
- Supply Wedding Day Emergency Kit
- Manage reception site teardown and clean up
- On-site support (up to 8 hours)



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Rosé

The 30-day countdown -- You've already planned your dream wedding and now our team will step in during the critical pre-wedding crunch time to finalize details, handle last minute stresses and ultimately ensure that your special day is carried out just as you envisioned. Savor time with your wedding party and out of town guests and rest assured that we are working behind the scenes on your behalf to make sure everything comes together flawlessly.

Services Include:

- Pre-planning meeting six weeks prior to wedding day
- Provide recommendations of preferred vendors
- Three (1 hour) meetings prior to wedding day
- Develop wedding day timeline
- Create site layout design
- Schedule and attend meetings with venue personnel and key vendors as needed
- Follow up with each vendor prior to wedding day to confirm details
- Review seating assignments to ensure accuracy
- Facilitate wedding rehearsal (as directed by officiant)
- Greet and direct vendors upon arrival
- Manage set up of ceremony and reception site
- Coordinate transportation for wedding party
- Maintain timing and flow of ceremony and reception
- Distribute gratuities and/or final payments to vendors on your behalf
- Supply Wedding Day Emergency Kit
- Manage reception site teardown and clean up
- On-site support (up to 8 hours)



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Brut

“The Big Day” has arrived -- Let us take care of everything on your special day to ensure that you will not be burdened with cumbersome details. We will be prepared to handle any unexpected obstacles so that you and your wedding party can enjoy the event along with your guests!

*When more than 50 brides were surveyed on what they loved most about having a wedding planner, the ‘day of’ workload topped the list. Concerns abound such as, ***“Who is going to take care of all of the ‘day of’ details?”*** From meeting vendors and overseeing set up of the ceremony and reception to setting place cards and managing any unforeseen issues, Citrus Weddings will be there to make sure it’s all taken care of. *(And, you can keep smiling for the camera!)*

Services Include:

- Pre-planning meeting two weeks prior to wedding day
- Develop wedding day timeline
- Follow up with each vendor prior to wedding day to confirm details
- Greet and direct vendors upon arrival
- Manage set up of ceremony and reception site
- Coordinate transportation for wedding party
- Maintain timing and flow of ceremony and reception
- Distribute gratuities and/or final payments to vendors on your behalf
- Supply Wedding Day Emergency Kit
- On-site support (up to 8 hours)



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Icing on the Cake

- Coordinate engagement party
- Cocktail meet and greet with other brides to share ideas
- Assemble and mail save the date and/or invitations
- Assemble favors
- Prepare and deliver welcome baskets for out of town guest
- RSVP services
- Personal concierge service during the wedding week/weekend
- Coordinate wedding weekend events (guest activities , rehearsal dinner, farewell brunch)
- Honeymoon suite decoration

**Pricing provided upon request*