



A Legacy of Professional Elegance

p: (404) 620-1560
e: info@LizDEvents.com
www.LizDEvents.com

FULL SERVICE WEDDING PLANNING PACKAGE

Service	Description
Venue Tour	Provide 2 venue options for ceremony and reception, and coordinate site visit appointments for client. <i>(For destination weddings, a resort site visit questionnaire and check list will be provided for the client to use. If it is preferred that a Liz D. team member accompany the client on the site visit, travel accommodations for the Liz D. team member are to be covered by the client.)</i>
Vendor Referral, Confirmations and Management	Suggest professional vendors based on client's needs and requests. Negotiate and Review of all Vendor Contracts throughout the planning process with Vendor confirmations 2 weeks before the wedding.
Floor Plan & Venue Layout Design	Custom Floor Plan Design created to meet your wedding needs, maximize the space and event traffic flow along with venue optimization.
Planning Checklist	Custom Planning Checklist created for clients, walking you through monthly and weekly milestones, leading up to the wedding day.
Timeline Creation	Custom Detailed Installation and Dismantle Schedule created for your vendors of the entire Wedding Weekend. Custom Timeline for your Wedding Party and Family Members in conjunction with your vendors and photography requests. <i>(For destination weddings, a guest travel, attire and packing guide will be created, 1 month prior to departure.)</i>
Menu Development	Wedding Reception Dinner Menu Development Recommendations
RSVP Management	Invitation Coordination with design suggestions and RSVP Management. Guest List and Seating Chart development.
Wedding Styling	Wedding Decor & Styling with Vendor Recommendations. Design Vendor Contract Review and Design Consultations. (Separate Design Company will supply all floral & decor items and will be billed separate from Liz D. Events.)
Multiple Pre-Event Meetings	4 meetings to check in on important milestones in the planning process conducted via Online or In-Person Meetings. A vendor walkthrough will also be scheduled 2 weeks prior to the wedding. <i>(For destination weddings, vendor walkthrough meetings will be conducted week of the wedding upon arrival to the destination).</i>
Professional Wedding Day Management	Vendor Management and Coordination for the day of the wedding; Coordination of the Wedding Rehearsal, Ceremony & Reception; Coordinate Ceremony & Reception Set-Up; (i) Day of Assistant Coordinator per 75 people to assist Wedding Coordinator and Client. <i>(For destination weddings, the client must provide written documentation to the resort that Liz D. Events will conduct the planning and week-of coordination of the wedding's events. All outside vendor fees (as applicable) and travel accommodations for the Liz D. team member(s) are to be covered by the client.)</i>
Liz D. Client Site	Access to your personal Liz D. Client Site from the booking date throughout the planning process with Wedding Planning Check-Lists located online to assist you in the planning process.

MONTH OF WEDDING PLANNING PACKAGE

Service	Description
Guest List Management	RSVP Management post RSVP due date. Guest List and Seating Chart development.
Floor Plan & Venue Layout Design	Custom Floor Plan Design created to meet your wedding needs, maximize the space and event traffic flow along with venue optimization.
Timeline Creation	Custom Detailed Installation and Dismantle Schedule created for your vendors of the entire Wedding Weekend. Custom Timeline for your Wedding Party and Family Members in conjunction with your vendors and photography requests. <i>(For destination weddings, a guest travel, attire and packing guide will be created, 1 month prior to departure.)</i>
Multiple Pre-Event Meetings	2 meetings to check in on important milestones in the planning process conducted via Online or In-Person Meetings. A vendor walkthrough will also be scheduled 2 weeks prior to the wedding. <i>(For destination weddings, vendor walkthrough meetings will be conducted week of the wedding upon arrival to the destination).</i>
Vendor Confirmations and Management	Review of all Vendor Contracts with Vendor confirmations 2 weeks before the wedding.
Professional Wedding Day Management	Vendor Management and Coordination for the day of the wedding; Coordination of the Wedding Rehearsal, Ceremony & Reception; Coordinate Ceremony & Reception Set-Up; (1) Day of Assistant Coordinator per 75 people to assist Wedding Coordinator and Client. <i>(For destination weddings, the client must provide written documentation to the resort that Liz D. Events will conduct the planning and week-of coordination of the wedding's events. All outside vendor fees (as applicable) and travel accommodations for the Liz D. team member(s) are to be covered by the client.)</i>

14 DAY WEDDING PLANNING PACKAGE

Service	Description
Guest List Management	Seating Chart development. Client will supply LDE with a organized guest list in the LDE template format.
Floor Plan & Venue Layout Management	Floor Plan Design will be managed and adapted based on suggestions and design supplied by the venue.
Timeline Creation	Custom Detailed Installation and Dismantle Schedule created for your vendors of the entire Wedding Weekend. Custom Timeline for your Wedding Party and Family Members in conjunction with your vendors and photography requests.
Pre-Event Meetings	A vendor walkthrough will also be scheduled 2 weeks prior to the wedding. <i>(For destination weddings, vendor walkthrough meetings will be conducted week of the wedding upon arrival to the destination).</i>
Vendor Confirmations and Management	Review of all Vendor Contracts with Vendor confirmations 2 weeks before the wedding.

Professional Wedding Day Management	Vendor Management and Coordination for the day of the wedding; Coordination of the Wedding Rehearsal, Ceremony & Reception; Coordinate Ceremony & Reception Set-Up; (1) Day of Assistant Coordinator per 75 people to assist Wedding Coordinator and Client. <i>(For destination weddings, the client must provide written documentation to the resort that Liz D. Events will conduct the planning and week-of coordination of the wedding's events. All outside vendor fees (as applicable) and travel accommodations for the Liz D. team member(s) are to be covered by the client.)</i>
--	--

A LA CARTE PLANNING SERVICES

Additional custom services and pricing available upon request.

Services and Rate	Description
Venue Tour	Provide 2 venue options for ceremony and reception, and coordinate site visit appointments for client. <i>(For destination weddings, a resort site visit questionnaire and check list will be provided for the client to use. If it is preferred that a Liz D. team member accompany the client on the site visit, travel accommodations for the Liz D. team member are to be covered by the client.)</i>
Vendor Referral, Confirmations and Management	Suggest professional vendors based on client's needs and requests. Negotiate and Review of all Vendor Contracts throughout the planning process with Vendor confirmations 2 weeks before the wedding.
Floor Plan & Venue Layout Design	Custom Floor Plan Design created to meet your wedding needs, maximize the space and event traffic flow along with venue optimization.
Planning Checklist	Custom Planning Checklist created for clients, walking you through monthly and weekly milestones, leading up to the wedding day.
Timeline Creation	Custom Detailed Installation and Dismantle Schedule created for your vendors of the entire Wedding Weekend. Custom Timeline for your Wedding Party and Family Members in conjunction with your vendors and photography requests. <i>(For destination weddings, a guest travel, attire and packing guide will be created, 1 month prior to departure.)</i>
Menu Development	Wedding Reception Dinner Menu Development Recommendations
RSVP Management	Invitation Coordination with design suggestions and RSVP Management. Guest List and Seating Chart development.
Wedding Styling	Wedding Decor & Styling with Vendor Recommendations. Design Vendor Contract Review and Design Consultations. <i>(Separate Design Company will supply all floral & decor items and will be billed separate from Liz D. Events.)</i>
Multiple Pre-Event Meetings	4 meetings to check in on important milestones in the planning process conducted via Online or In-Person Meetings. A vendor walkthrough will also be scheduled 2 weeks prior to the wedding. <i>(For destination weddings, vendor walkthrough meetings will be conducted week of the wedding upon arrival to the destination).</i>

Professional Wedding Day Management	Vendor Management and Coordination for the day of the wedding; Coordination of the Wedding Rehearsal, Ceremony & Reception; Coordinate Ceremony & Reception Set-Up; (1) Day of Assistant Coordinator per 75 people to assist Wedding Coordinator and Client. <i>(For destination weddings, the client must provide written documentation to the resort that Liz D. Events will conduct the planning and week-of coordination of the wedding's events. All outside vendor fees (as applicable) and travel accommodations for the Liz D. team member(s) are to be covered by the client.)</i>
Liz D. Client Site	Access to your personal Liz D. Client Site from the booking date throughout the planning process with Wedding Planning Check-Lists located online to assist you in the planning process.
Wedding Website Design	Creation and management of your wedding website, including Photo Gallery, Bridal party, "Our Story", Events, Registry, Countdown, and RSVP pages. Website will be assigned a custom domain, active for one year, and include smartphone app.
