



A Legacy of Professional Elegance

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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>