



Planning Services

Our wedding planning partnership allows you to be involved with designing an event you're excited about while relying on our guidance and expertise. We'll help organize your big day, create, and run the timeline and carefully execute everything and during the wedding we'll take on the responsibility for ensuring that the event runs smoothly and efficiently from beginning to end. Having an experienced planner to manage the wedding allows you to simply enjoy your special day, not work it.

Before the Wedding

- Initial consultation with couple during tour and subsequent venue visits followed by unlimited communication with your wedding planner
- At least 2 in-person meetings with your wedding planner - an initial meeting soon after booking and a final meeting a few weeks prior to the wedding
- Digital planner access which includes guest list and seating chart management tools
- Personalized vendor recommendations
- Vendor confirmation and management with on-site vendors: catering, photographer, videographer, rentals, cake/dessert, hair, makeup, DJ, band, florist, photo booth, transportation, and officiant
- Ceremony rehearsal, procession, and recessional planning
- Consultation on the marriage license procedure
- Consultation on save-the-dates and invitations scheduling
- Creation of floor plans for the ceremony, cocktail hour and reception
- Creation of detailed timeline
- Final walk-through with couple at rehearsal

On the Wedding Day

- Ensure vendors have arrived on time and are set up and are ready to go when needed
- Provide vendors with assistance and direction with load-in and break down
- Setup of special event decor items including favors, escort card, menus, guest

book, etc.

- Delivery of welcome drinks to couple and wedding party during prep time
- Disbursement of personal flowers and including pinning on boutonnieres and corsages
- Golf cart escort for the couple during first look photos and throughout evening
- Provide assistance to the photographer with things such as first look, family and bridal party photos
- Provide parking attendants and golf cart escort for guests as they arrive to the venue
- Orchestrate ceremony line-up and procession, introduction of couple into reception and later for toasts and cake cutting
- Assist with guest transition from ceremony to cocktail hour as needed, and movement from cocktail hour to reception
- Move floral designs from ceremony to reception and set up of any stations/decor on patio later in the evening
- Make sure that photographer, DJ and other vendors break for a meal at the best time
- Communicate the schedule of events throughout the night with couple, family members and wedding party
- Dim lights for dancing, check rest rooms and keep fire pits going all evening
- Coordinate the collection of cards and gifts received at wedding
- Distribute gratuities to vendors
- Communicate with transportation to ensure they are running on time and ready for scheduled departure
- Make sure everything is in place for easy clean up and pack up
- Schedule pickups of rented items following the event