

Package No. 3

Full Planning

Full service planning generally includes the following items, but can be customized to fit your unique wedding needs.

Pre-Wedding Production

- Unlimited face-to-face meetings, phone and email communication/advice
- Recommend venues and vendors based on event budget and style
- Schedule and attend all vendor meetings
- Attend ceremony and reception venues to establish the style, direction and flow of your wedding day
- Create budget; manage deposit schedule and payments
- Guidance and advice on wedding etiquette
- Review and negotiate all vendor contracts
- Decor and styling conceptualization to determine overall event vision and design
- Act as the liaison between you and your vendors for all logistical needs
- Create complete timeline for your wedding day and provide/inform vendors of the specific details they need to remember
- Lead all-vendor walk-through meetings
- Provide guidance and sample text for printed materials including: save the date, invitation, ceremony program, and menu
- List Kira Clare Events & Design as a point of contact on wedding website, save the dates, invitations and welcome notes
- Format guest list for calligraphy
- Arrange and manage hotel accommodations for out-of-town guests
- Schedule and book transportation to/from ceremony and reception venues for wedding day
- Handle and manage all paper goods (save the dates, invitations, etc.)
- Advise on menu planning and attend tasting
- Source and assemble items and packaging for favors and welcome gifts bags
- Provide and maintain spreadsheet templates for guest list, RSVP's, seating chart, photography shot list, and payment schedule.
- Plan and coordinate rehearsal dinner (additional fees may apply for design)
- Sixteen hours of coordination and two coordinators on site at all times during duration of wedding

Wedding Week

- Attend a final meeting with you and your fiancé to collect all details of wedding day
- Confirm all details and arrival times for vendors
- Coordinate all printed materials
- Assemble and deliver welcome gift bags to designated hotel(s)
- Coordinate rehearsal with Officiant
- Go over processional and recessional with wedding party
- Manage rehearsal dinner timing and speeches

Wedding Day

- Coordinate all aspects of wedding day
- Oversee check-in of rentals and vendors
- Coordinate all deliveries and installations of wedding day in accordance with vendor contracts
- Coordinate distribution of final payments and gratuities
- Manage and coordinate transportation for wedding party and guests
- Provide a wedding day emergency kit
- Organize and assemble paper goods (programs, escort cards, place cards, menu cards, etc.) and personal decor items (guestbook, card box, photos, centerpieces, signs, etc.)
- Oversee timely "flip" of room from ceremony to reception (if needed)
- Conduct final lighting, sound and temperature inspection prior to guest arrival
- Conduct final seating and table check prior to guests welcomed to reception
- Cue all music changes and speeches with band/DJ
- Cue guest of honor and family for special moments including: cake cutting, toasts and dances
- Serve as point person for all vendors—cueing timing throughout event
- Manage and remedy all day-of challenges in a timely manner
- Arrange favors (if applicable)
- Oversee take down of venue and collect all personal items (decor, washroom baskets, cards, gifts, etc.) at the end of the night
- Double check return/pick up of all rental elements from caterer and floral designer
- Plan post wedding brunch

\$2,850

*this price does not include travel expenses or credit card processing fees