

Package No. 2

Partial Planning

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

Pre-Wedding Production

- Three face to face meetings (first is the kick-off meeting where you will meet with Kira and discuss all your wedding details, the second is a halfway meeting six months prior to wedding day and the final detail meeting held a month before the wedding-this should take place at your reception venue)
- Unlimited phone and e-mail communication/advice
- Recommend venues and vendors based on event budget and style
- Attend ceremony and reception venues two months prior to wedding day to discuss and finalize last minute details.
- Guidance and advice on wedding etiquette
- Assist with design and styling
- 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
- List Kira Clare Events & Design as a point of contact with vendors, on wedding website, save the dates, invitations and welcome notes
- Handle and manage all paper goods (save the dates, invitations, etc.)
- Assemble and distribute items for favors and welcome gifts bags.
- 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 day

Wedding Week

- Attend a final meeting with you and your fiance to collect all last minute details of wedding day (typically happens 1 month before the wedding)
- Confirm all details and arrival times for vendors
- 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 (additional fees may apply depending on timing)
- Double check return/pick up of all rental elements from caterer and floral designer
- Plan post wedding brunch

\$1,950

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