

# PARTIAL PLANNING

Partial planning with Quintessential Events is all about design. We view every moment as an opportunity to do something unique

We go beyond what is expected or seen at your friends' wedding by creating original floor plans, one-of-a-kind experiences and an overall design that tells your story. We believe no detail is too small.

Our team provides you with the

**HIGHEST LEVEL OF SERVICE**

**FLAWLESS EXECUTION**

**UNPARALLELED CREATIVITY**

**STRAIGHTFORWARD COMMUNICATION**

All partial planning offerings contain where our team takes over planning the last two months prior to the wedding.

## ABOUT

Quintessential Events is a wedding and party planner that creates upscale and authentic experiences across the county.

## INCLUDES

### DESIGN

- Meet to discuss design direction/wants
- Design the wedding concept or theme
- Create unique ideas to highlight couple's story
- Hand select florists for consideration
- Work with selected florist on original concepts
- Create mood board
- Locate and manage all rentals
- Recommend and handle all production (staging, lighting, dance floor)
- Orchestrate mock-up of reception table design with florist and rentals
- Create layout options
- Work with selected stationery artist on ideas and day-of items
- Walk-through venue
- Access to company rentals

### MANAGEMENT

- Online portal housing any and all information related to wedding
- Exclusive vendor list
- Custom templates for guest lists, photographer shot list, etc
- Six-month call to review timeline

### TWO MONTHS OUT

- Liaison between couple/family and vendors
- Walk-through venue
- Attend final vendor meetings
- Timeline development
- Personalized timelines for bridal party, family and vendors
- What to bring check lists for bride, groom, bridal party and family
- Learn bustle of bridal gown
- Fold reception napkins
- Rehearsal orchestration (1 hour)
- Direct day-of set-up and tear down
- Full day-of coordination by associate or lead planner and at least one assistant

### ADD-ONS

- Budget creation
- Additional vendor selection assistance and management