

# FULL PLANNING

What does Quintessential Events' full planning offering entail? Simply put... Everything.

Our team is with you every step of the way providing the

**HIGHEST LEVEL OF SERVICE**

**FLAWLESS EXECUTION**

**UNPARALLELED CREATIVITY**

**STRAIGHTFORWARD COMMUNICATION**

From helping you select a location, to putting together and mailing your invites, to attending dress fittings, there is nothing you have to do.

All we need is to understand your story and what you want for your day, and we take it from there.

We view every moment as an opportunity to do something unique. Let's plan the day only you can have.

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

# SPECIFICS

## COMMUNICATION

- Unlimited consultation calls, emails and meetings
- Online portal for all information related to wedding
- Monthly To Do lists (weekly, two months out)
- Liaison between couple/family and vendors
- Attend all vendor meetings

## MANAGEMENT

- Budget creation and management, including real-time tracking
- Custom templates: guest lists, photographer shot list, etc.
- Venue and location research and management
- Contract negotiation
- Personalized timelines for the bridal party, family and all vendors
- What to bring check lists for the bride, groom, bridal party and family
- RSVP management
- Access to company rentals
- Rehearsal orchestration (1 hour)
- Direct day-of set-up and tear down
- Full day-of coordination by lead planner and at least one associate planner
- Transport flowers from wedding to brunch (within 5-mile radius)
- Return of personal items and gifts the following day
- Tuxedo return

## DESIGN

- Event design
- Layout creation
- Create unique ideas to highlight couple's story
- Stationery copy and design assistance including save the date, invites, day-of items, wedding website
- Stuffing and mailing save the date and invites
- Learn bustle of bridal gown
- Fold reception napkins

## VENDOR PARTNERSHIP AND MANAGEMENT

- Florist/Decorator
- Caterer
- Bar
- Rentals (order, delivery, set-up and return)
- Linens (order, delivery, set-up and return)
- Cake and Desserts
- Photographer
- Videographer
- Officiant
- Lighting
- Sound
- Ceremony Musicians
- Band and DJ
- Stationery Designer
- Hair
- Make-up
- Bridal Gown
- Bridesmaids Dresses
- Tuxedos and Suits
- Transportation
- Hotel Room Blocks
- Parking and Valet
- Arrival Gifts and Favors
- Cardbox, cake stand, cake cutting set, etc.