



## *Breakdown of our Signature Offerings*

AT STERLING ENGAGEMENTS, YOUR SPECIAL EVENT IS OUR PASSION. WE RECOGNIZE THAT YOUR EVENT IS UNLIKE ANY OTHER AND WE WILL CUSTOMIZE A DESIGN AND PLANNING EXPERIENCE THAT IS RIGHT FOR YOU AND YOUR WEDDING NEEDS. WITH CONTINUOUS ADVICE, GUIDANCE AND SUPPORT FROM YOUR WEDDING PRODUCER, WE WILL DESIGN AND CREATE YOUR UNFORGETTABLE STORY TOGETHER.

### FULL-SERVICE SIGNATURE OFFERING:

COMPREHENSIVE DESIGN, EVENT PRODUCTION AND WEDDING MANAGEMENT

From "YES" to "I DO" – your Sterling Engagements team will manage all of your event details and needs, from full-scale design to logistics and production on your big day.

### PARTIAL EVENT PRODUCTION AND MANAGEMENT

This service offering is ideal for the bride who may have already completed part of her planning and needs less help than a Full-Service offering, but more than just our "Month of Wedding" Management.

### "MONTH OF WEDDING" MANAGEMENT

We manage all details and logistics the month of your wedding and come in from the start of the rehearsal through the big day to execute everything seamlessly. This special offering is perfect for couples who are handling the majority of the planning for their wedding but would like a professional to coordinate the final details of the event so they can just relax and enjoy their special day.

### ASK THE EXPERT

This service is for the bride, that does not know where to start or has made her own plans and believes she has everything handled, but would like an expert to review everything with her and offer additional guidance plus support.

### A LA CARTE SERVICES

Our a la carte options are designed to provide our couples with the flexibility to select services that fit their specific needs during planning.

## FULL-SERVICE SIGNATURE OFFERING

### COMPREHENSIVE DESIGN, EVENT PRODUCTION AND WEDDING MANAGEMENT

This is the ultimate service for the busy bride who anticipates the extensive number of details involved in planning and orchestrating a wedding today and simply wants the luxury of having an expert to attend to those details. Sterling Engagements will take care of all the legwork involved with researching and coordinating, so you can put your time and energy into the fun and exciting part of the planning process.

#### THE FULL-SERVICE SIGNATURE OFFERING INCLUDES:

- Initial consultation with the bride and groom
- Unlimited phone and email correspondence, continuously through wedding day
- Unlimited planning meetings between clients and your wedding producer
- Assistance and guidance with the preparation of your wedding budget
- Budget management
- Preparation of wedding day timelines, floor plans, contact sheets and wedding checklists
- Unlimited assistance with venue scouting, selection and booking of ceremony reception, and after party venues
- Design and concept meeting, assistance with selecting the concept, color scheme and style of the wedding
- Unlimited assistance with selection, negotiation and attendance to your tastings for food and beverage, menu items and your wedding cake
- Answer etiquette questions
- Assistance with selection of wedding attire and accessories, accompaniment to fittings if desired
- Unlimited vendor referrals specific to the needs of your design, style and budget.
- Assistance with selecting, negotiating, and booking vendor's custom tailor fit to your specific needs. Scheduling of appointments with each vendor and accompanying clients to meetings whenever necessary, including but not limited to...

Cake Designer  
Caterer, Rentals and Venue  
Florist  
Linens  
Lighting  
Musicians  
Officiant  
Photographer and Videographer  
Transportation  
Wedding attire (bridal salons)

- Coordinate with vendors to ensure services/products are provided in a timely manner
- Ongoing updates and consultation with clients about vendors services/products
- Assistance with the selection of invitations and any additional stationary including menu cards, programs, etc...

- Assistance with the coordination of accommodations, room blocks etc... for out of town guests
- Ceremony planning
- Prepare itineraries to be provided to vendors
- Final meeting covering all details with client, the month of wedding and the week prior to the wedding. Planning meeting will include:
  - ceremony planning, processional, recessional, placement
- Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors, within final month prior to wedding
- Final walk-through with client at selected sites month of the wedding (meeting can include florist when necessary)
- Wedding day team based on guest count and complexity of the event (includes up to 4 additional event assistants)
- Collection and inventory of wedding items to be setup on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.
- This offering also includes all items provided in the “MONTH OF WEDDING” Management service offering

## PARTIAL EVENT PRODUCTION AND MANAGEMENT

This offering is perfect for the Bride who would like to plan a majority of their wedding, but would prefer to have some guidance with certain aspects of the wedding. This offering allows the bride to work on her wedding with the safeguard of knowing a professional bridal consultant is at her fingertips to ease her mind and allow her to enjoy this most special time of her life. Sterling Engagements will assist with the detail planning and creative ideas and orchestrate the wedding month, managing everything seamlessly.

### THE PARTIAL WEDDING PLANNING PACKAGE INCLUDES:

- Initial consultation with the bride and groom
- Unlimited phone and email correspondence, continuously through wedding day
- Planning meeting between clients and your wedding producer
- Assistance and guidance with the preparation of your wedding budget
- Prepare bride and groom timelines, contact sheets and wedding checklists
- Site visit to venue for both wedding and reception
- Design and concept meeting, assistance with selecting the concept, color scheme and style of the wedding
- Attendance to the floral design and venue/catering meetings, plus any additional key meetings (when necessary)
- Answer etiquette questions
- Provide unlimited vendor referrals specific to the needs of your design, style and budget, including but not limited to...

Cake Designer

Caterer, Rentals and Venue

Florist

Linens

Lighting

Musicians

Officiant

Photographer and Videographer

Transportation

Wedding attire (bridal salons)

- Planning meeting one month before wedding which will include:  
ceremony planning, processional, recessional, placement
- Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors
- Final walk-through with client at venue/s, within the final month of the wedding  
(meeting can include florist when necessary)
- Wedding day team based on guest count and complexity of the event (includes up to 3 additional event assistants, additional assistants available at \$200 per person)
- Collection and inventory of wedding items to be setup on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.
- This package also includes all items provided in the “MONTH OF WEDDING”  
Management service offering

## “MONTH OF” WEDDING MANAGEMENT

We handle every detail so that the Bride and Groom, wedding party and family are relaxed and free to enjoy the big day.

### THE “MONTH OF WEDDING” MANAGEMENT INCLUDES:

#### PRIOR TO THE WEDDING AND REHEARSAL

- Consultation with bride and groom to find out information about their wedding and determine how they wish the wedding to flow
- Unlimited vendor referrals specific to the needs of your design, style and budget
- Venue Walk-through (ceremony and reception)
- Preparation of a 60-day countdown checklist
- Preparation of a rehearsal and wedding day itinerary
- Attendance and direction (coordinated with officiant) at the rehearsal
- Final collection of wedding items (either a couple weeks prior or at rehearsal) to be set up on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, cake serving set, programs, seating cards, table numbers, etc.

#### FOR YOUR WEDDING DAY

- Handle confirmations with all wedding vendors to confirm arrangements for the wedding day
- Wedding day team based on guest count and complexity of the event (includes up to 2 additional event assistants, additional assistants available at \$200 per person)
- Attending, overseeing and directing the ceremony and reception (up to 12 hours)
- Receive deliveries and greet vendors
- Make sure reception and ceremony areas are set up properly and completed according to your wishes
- Assist with handing out wedding flowers, pinning on corsages, boutonnieres, etc.
- Provide access to our famous “*Wedding day emergency kit*”
- Make sure table numbers, place cards, programs, wedding favors are setup and correctly placed
- Get wedding party in place to walk down the aisle. Making sure flowers are held correctly, timing is perfect, wedding dress trains are straight, etc.
- Assist photographer with getting the proper pictures, according to your shot list, insure family members are available and in place
- Make sure reception area is set up as planned, candles lit, DJ on schedule, etc.
- Coordinate grand entrance
- Handle any issues that come up with caterer/venue or any other vendor
- Make sure things are running or adjusted according to schedule
- Make sure all vendors receive final payments and gratuities as needed
- Coordinate the collection of gifts received at wedding to be delivered to pre-determined spot
- Collect guest books, cameras, personal items, etc. to be delivered to pre-determined spot
- Make sure transportation is running on time and accessible as needed
- Provide a stress free day for the bride and groom

## ASK THE EXPERT

You have confidence in your planning skills, but you have questions and would love a little extra help from someone who knows. Schedule a call or meeting with our Expert and ask her any question you would like. We will offer guidance, advice and the necessary resources to further assist you. In addition, we can review your details, assist you with creating your wedding day schedule and even help you find that missing vendor. You will be amazed at what 'A little extra help' can do to relieve your stress.

## A LA CARTE PLANNING SERVICES

This option is perfect to add-on our services to any offering or to create a customized package to suit your needs, style and budget. From assembling your invitations, stuffing out of town gift bags, to taking your wedding dress to the cleaners, Sterling Engagements can do it for you. Just let us know and we will be happy take care of it!

- Assemble and deliver guest gift baskets/bags.
- Decorate the newlywed's hotel suite with champagne, chocolates, rose petals, candles, etc.
- Assistance with hotel accommodations for out of town guests.
- Assistance with tracking RSVP's and invited guest follow-ups, when necessary
- Prepare a personalized budget analysis for the upcoming event
- Personalized vendor referral list specific to the needs of your design, style and budget
- Itinerary, timeline and development of your event
- Help locate ceremony and receptions venues
- Develop a concept, design and décor for your event
- Venue scouting
- Favors & gift assembly
- Assistance with planning engagement parties, bridal showers, bridesmaids luncheon, tea parties, morning after brunch and more!
- Book travel arrangements for honeymoon
- Book travel arrangements for out of town guests
- Last minute wedding related errands
- Morning after trip to the cleaners for your gown and tuxedo return
- Engagement Shoot Styling