



Breakdown of Wedding Packages

WE CUSTOMIZE AND TAILOR FIT EACH PROPOSAL FOR THE INDIVIDUAL CLIENT AND THEIR SPECIAL DAY. ALL PACKAGES WILL PROVIDE YOU WITH CONTINUOUS ACCESS TO YOUR WEDDING PLANNER FOR ADVICE, GUIDANCE AND SUPPORT THROUGHOUT YOUR PLANNING PROCESS.

FULL-SERVICE PLANNING PACKAGE

Wedding planning and event supervision from beginning to end. Starting with designing your vision through producing it live on your special day.

PARTIAL PLANNING PACKAGE

This package is for the bride who may have already completed part of her planning and needs less help than a Full-Service Planning Package, but more than just a "Weekend of Wedding" Planning Package.

"MONTH OF WEDDING" PLANNING PACKAGE

We handle every detail from the start of the rehearsal through the big day. This package 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 PACKAGE

This package 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 go over everything with her.

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 PLANNING WEDDING PACKAGE

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 planning wedding package includes:

- Initial consultation with the bride and groom, complimentary
- Unlimited phone and email correspondence, continuously through wedding day
- Unlimited planning meetings between clients and planner
- Assistance in the preparation of the 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 and reception 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
- Assistance with finding, negotiating, and booking suitable vendors
Scheduling of appointments with vendors and accompanying clients to meetings whenever necessary, including but not limited to

Cake Designer
Caterer
Florist
Musicians
Photographer
Rental Facilities
Videographer
Wedding Attire (bridal shops)
Officiate
Transportation

- 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 package also includes all items provided in the **“Month of Wedding”** Planning Package

PARTIAL WEDDING PLANNING PACKAGE

This package 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 package 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 weekend.

The partial wedding planning package includes:

- Initial consultation with the bride and groom, complimentary
- Unlimited phone and email correspondence, continuously through wedding day
- Planning meeting between clients and planner
- Assistance in the preparation of the 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 referrals as needed for the bride to set appointments with any necessary vendors, including but not limited to

Cake Designer
Caterer
Florist
Musicians
Photographer
Rental Facilities
Videographer
Wedding Attire (bridal shops)
Officiant
Transportation

- 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”** Planning Package

"MONTH OF" PLANNING PACKAGE

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" planning package includes:

Prior to 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
- 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.

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 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 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 PACKAGE

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 you 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 PACKAGES

This option is perfect to add-on our services to any package or to create a customized package to suit your needs, style and budget. From full-service wedding planning, assembling your invitations, to taking your wedding dress to the cleaners, Sterling Engagements can do it for you. Just let us know and we will 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 referral list
- 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