

Full Service Wedding Planning

As part of your Full Service Wedding Planning package, you will have unlimited appointments with us for your planning, in person, over the phone, and by email in a combination that is easiest for you. As we work on your wedding, we are available to either visit vendors with you, or if you do not have time, do the legwork for you. Our job is to find the vendors and details that you ask us for and to give you options that will work within your budget. As a Full Service client, you may choose to be as involved as you'd like to be in the planning process.

Our Full Service Wedding Package will:

- ❖ Save you time by giving you access to our preferred vendors.
- ❖ Give you the confidence that comes from having a team of experts on your side.
- ❖ Assist you with money saving tactics and guidance to keep you on budget.
- ❖ Give you the "Wow Factor" that you are looking for with a designer look and feel.

Full Service Pricing

Each Full Service package is customized for you and your price may be higher or lower than our averages, but for your reference, our Average Fee for a Full Service Wedding Planning Packages from \$2750-\$8500.

Our prices depend on the size and complexity of your wedding.

Full Service Wedding Planning includes all of the following services:

Elite Design Services

Color Selection, Theme Selection, Theme Coordination, Floral Design, Invitation and Favor Coordination and Design. We will research ideas and look at themes, colors, and moods that inspire you, Making sure bring you have that complete designer look on your budget!

Lighting Design

Exclusive Lighting Design for both your Ceremony and Reception based on your wishes. Lighting Design will set your day apart, and will complete your Elite Design Services Package.

Budget Assistance

We will review with you an overall budget plan, get the names and information for your vendors and anyone you have already agreed to work with, as well as put together a budgetary plan to enlist the services of any additional needed vendors.

Vendor Selection

We can help you with any or all of the following vendors: Wedding Ceremony and Reception Locations, Catering or Food and Beverage Packages, Table and Tent Rentals, Linen Rentals, Service Items Rentals, DJ or Entertainment Services, Wedding Officiant, Wedding Cakes, Bridal Gown and Bridesmaid apparel and accessories, Makeup and Hair Appointment Setting, and On-Site Vendor Consultations. During this meeting we will do a basic review of the services we have chosen and troubleshoot for anything else that needs to be taken care of.

On-Call Phone and Email Access

Platinum Affairs planners are always within reach via email or phone for your questions, concerns or just to chat about your ideas and get a second opinion.

Month Of Wedding Planning Services

Included in your Full Service package:

Vendor Assistance:

- ❖ "Get to Know You" phone meetings with all vendors 4 weeks, and again at 1 week prior to your Wedding Day to ensure details are finalized and to introduce us to your vendors. If any vendors need to be called additional times, we will call as many times as necessary. Starting one month before your wedding, you won't have to make any additional phone calls unless you would like to!

On the Day of your Rehearsal:

- ❖ We provide a detailed, printed schedule of ceremony events, roles and responsibilities to everyone attending the rehearsal.
- ❖ Review Usher and Head Usher Assignments and advice on escort procedures.

On the Day of your Wedding:

- ❖ We will arrive prior to the first vendor arrival and remain on site until the end of your reception.
- ❖ You will have 1 or 2 Wedding Coordinators on the day of your wedding, depending on which package you choose.
- ❖ We will ensure that all of your vendors and bridal party are coordinated, and that your wedding follows the planned timeline.
- ❖ Wedding Day Direction (supervision of ceremony & reception).
- ❖ We ensure proper arrangement of your favors, seating, tables, cake and dessert tables, guest book table, and gift table. We will take care of all of the finishing touches at your ceremony site and reception location.
- ❖ You will have a Wedding Planners and any Assistant Planners on the day of your Wedding, depending on your needs. You may request to have a Wedding Planner or Assistant Planner stay with the bride or groom on the day of your Wedding.
- ❖ We provide Logistics Management Services to make sure that all of your cars, buses, and limos are on time and your guests know what transportation to take to and from each location.
- ❖ We will set up any favors, and keep track of your personal wedding accessories (unity candles, guest books, cameras, or any personal accessories) to be returned to you.
- ❖ Passing out of your final checks or gratuities to any of your vendors is included. We will collect any checks on the night of your rehearsal.
- ❖ We will take care of having your Marriage License signed by your officiate, and if you would like us to, we can send it for you to be processed.
- ❖ We will return any rented accessories, linens, or tuxes if requested.