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**Charlotte, NC**

## Classic Collection

wedding day management

### **Pre-Wedding**

Unlimited contact via email

Monthly email check ins to ensure the planning is running smoothly and on track

Receive a planning checklist

Production of a detailed wedding day itinerary

Review of vendor contracts

Confirm arrangements, check delivery dates, arrival times, quantities of rentals, with all vendors.

Detailed timeline will be sent one week prior to all vendors for review

Etiquette advisement

Preferred vendor list

(1) Wedding planning session

(1) Venue walk- though meeting

(1) Final meeting

### **Wedding Rehearsal**

Coordinate wedding rehearsal (1 hour)

Distribute detailed wedding day itinerary to wedding party, family, and attendants

Collect/distribute final payments for vendors

Collect wedding day items such as marriage license, guest book, cake knife, cake topper, toasting flutes, candles, programs, place cards, etc.

### **Wedding Day**

1 certified wedding planner and 1 assistant wedding planner

Manage the flow and timing of the ceremony and reception

Act as a liaison between wedding party, family members, and vendors.

Use of extensive Bridal Emergency kit. We will be ready and available to solve any unexpected situations or emergencies. ( See Emergency kit supplies list)

### **Ceremony (2 hours)**

Distribute bouquets and pin flowers on attendants and family members

Direct Photographer, videographer, musicians, rentals, florist, etc where to set up.

Oversee set up of the ceremony to make sure all commitments are fulfilled

Distribute final payments/gratuities

Set up all ceremony décor not handled by a specific vendor, (i.e. guest book, unity candles, programs, pictures, etc)

Direct ushers with programs and seating distribution

Line up and cue wedding party/musicians for the ceremony

Give marriage license to officiant

Collect all personal wedding items and gifts and deliver to reception site

### **Cocktail Hour & Reception (up to 8 hours)**

Set up all reception décor not handled by specific vendor  
Manage vendor set up of reception and make sure all commitments are fulfilled  
Bustle wedding gown  
Line up and cue bride, groom, and bridal party for grand entrance  
Assist the band or DJ in cueing important events and transitions  
Cue bride and groom for all important events  
Maintain & Coordinate timeline for all events during reception  
Stay in communication with catering staff to ensure things are going smoothly  
Prepare for grand exit, including providing over night bags for the couple in their getaway vehicle  
Clean up the wedding items and pack them for designated person

\$1200

## BLISSFUL COLLECTION

partial event planning

### **Pre-Wedding**

Unlimited contact via email  
Monthly email check ins to ensure the planning is running smoothly and on track  
Monthly newsletter filled with wedding tips and ideas  
Receive a planning checklist  
Production of a detailed wedding day itinerary  
Review of vendor contracts  
Confirm arrangements, check delivery dates, arrival times, quantities of rentals, with all vendors.  
Detailed timeline will be sent one week prior to all vendors for review  
Etiquette advisement  
Preferred vendor list  
(4) Wedding Planning sessions  
(5) Vendor meetings for the wedding planner to attend in categories of your choice ( Florist, caterer, photographer, videographer, baker, etc)  
(1) Venue walk through meeting  
(1) Final meeting  
Budget management  
Guest accommodations  
Assistance in arranging all transportation needs  
Event design, theme, and décor assistance  
Complimentary use of charger plates (choice of gold or silver)

### **Wedding Rehearsal**

Coordinate wedding rehearsal (1 hour)  
Distribute detailed wedding day itinerary to wedding party, family, and attendants  
Collect/distribute final payments for vendors  
Collect wedding day items such as marriage license, guest book, cake knife, cake topper, toasting flutes, candles, programs, place cards, etc.

### **Wedding Day**

1 certified wedding planner and 1 wedding planner assistant  
Manage the flow and timing of the ceremony and reception  
Act as a liaison between wedding party, family members, and vendors.  
Use of extensive Bridal Emergency kit. We will be ready and available to solve any unexpected situations or emergencies. (See Emergency kit supplies list)

### **Ceremony (2 hours)**

Distribute bouquets and pin flowers on attendants and family members  
Direct Photographer, videographer, musicians, rentals, florist, etc where to set up.  
Oversee set up of the ceremony to make sure all commitments are fulfilled  
Distribute final payments/gratuities  
Set up all ceremony décor not handled by a specific vendor, (i.e. guest book, unity candles, programs, pictures, etc)  
Direct ushers with programs and seating distribution  
Line up and cue wedding party/musicians for the ceremony  
Give marriage license to officiant  
Collect all personal wedding items and gifts and deliver to reception site

### **Cocktail Hour & Reception (up to 8 hours)**

Set up all reception décor not handled by specific vendor  
Manage vendor set up of reception and make sure all commitments are fulfilled  
Bustle wedding gown  
Line up and cue bride, groom, and bridal party for grand entrance  
Assist the band or DJ in cueing important events and transitions  
Cue bride and groom for all important events  
Maintain & Coordinate timeline for all events during reception  
Stay in communication with catering staff to ensure things are going smoothly  
Prepare for grand exit, including providing over night bags for the couple in their getaway vehicle  
Clean up the wedding items and pack them for designated person

\$2500

## *Fairytale Collection*

full event planning

### **Pre-Wedding**

Unlimited Wedding planning sessions  
Unlimited Vendor meetings  
Unlimited contact via email  
Monthly newsletter filled with wedding tips and ideas  
Monthly email check ins to ensure the planning is running smoothly and on track  
Receive a planning checklist  
Production of a detailed wedding day itinerary  
Review of vendor contracts  
Confirm arrangements, check delivery dates, arrival times, quantities of rentals, with all vendors.  
Detailed timeline will be sent one week prior to all vendors for review  
Etiquette advisement  
Preferred vendor list  
Venue walk through meeting  
Final meeting  
Budget management  
Event design, theme, and décor assistance  
Food and beverage selection  
Complimentary use of charger plates (choice of gold or silver)  
RSVP tracking  
Invitations assembly and mailing (postage not included)  
Venue selection  
Blocking hotel rooms  
Attend all final bridal fittings  
Wedding night room preparation  
Assistance in arranging all transportation needs  
Assemble and deliver welcome baskets (not included in cost of supplies)

Rehearsal dinner coordination  
Brunch coordination  
Honeymoon coordination

**Wedding Rehearsal**

Coordinate wedding rehearsal (1 hour)  
Distribute detailed wedding day itinerary to wedding party, family, and attendants  
Collect/distribute final payments for vendors  
Collect wedding day items such as marriage license, guest book, cake knife, cake topper, toasting flutes, candles, programs, place cards, etc.

**Wedding Day**

2 wedding planners  
Manage the flow and timing of the ceremony and reception  
Act as a liaison between wedding party, family members, and vendors.  
Use of extensive Bridal Emergency kit. We will be ready and available to solve any unexpected situations or emergencies. (See Emergency kit supplies list)

**Ceremony (2 hours)**

Distribute bouquets and pin flowers on attendants and family members  
Direct Photographer, videographer, musicians, rentals, florist, etc where to set up.  
Oversee set up of the ceremony to make sure all commitments are fulfilled  
Distribute final payments/gratuities  
Set up all ceremony décor not handled by a specific vendor, (i.e. guest book, unity candles, programs, pictures, etc)  
Direct ushers with programs and seating distribution  
Line up and cue wedding party/musicians for the ceremony  
Give marriage license to officiant  
Collect all personal wedding items and gifts and deliver to reception site

**Cocktail Hour & Reception (up to 8 hours)**

Set up all reception décor not handled by specific vendor  
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Assist the band or DJ in cueing important events and transitions  
Cue bride and groom for all important events  
Maintain & Coordinate timeline for all events during reception  
Stay in communication with catering staff to ensure things are going smoothly  
Prepare for grand exit, including providing over night bags for the couple in their getaway vehicle  
Clean up the wedding items and pack them for designated person

\$4500

## A LA CARTE

Rental of Charger plates (choice of gold or silver) .50 per charger (price includes set up, delivery and take down)

Extra hour \$100 per hour

Extra wedding planning session \$100 for first hour, and \$50 each additional

Rehearsal dinner coordination (includes set up) \$300

Brunch coordination \$300

Bridal shower coordination \$300

RSVP tracking \$1.00 per invitation

Invitation assembly and mailing (postage not include) \$1.00 per invitation

Assemble and deliver welcome baskets/bags (not including in the cost of supplies) \$2.00 per bag

Monthly budget management \$50

Rentals pick up \$75