

Blue Fancy Service Inclusions



Planning Process

Final meeting with couple to discuss timeline, details, and logistics of the rehearsal and wedding day	*	*	*	*
Month-before meeting to include a complete walk through of all rehearsal and wedding day details	*	*	*	*
Detailed itinerary, distributed to wedding party and parents	*	*	*	*
Regularly scheduled check-ins between clients and planner	*	*	*	
Detailed planning timeline	*	*	*	
Customized budget breakdown and tipping guidelines	*	*	*	
Unlimited phone and email consulting time	*	*		
Face-to-Face planning sessions scheduled as needed	*	*		
Wedding etiquette advice	*	*		
Website creation and management, if desired	*			
All tasks executed by Blue Fancy Events	*			
Option for Blue Fancy Events to make payments and purchases on clients' behalf	*			
Complete, custom design	*			
Assembling of invitations	*			
Addressing and Delivery of invitations	*			
Guest list management and RSVP tracking (invitations sent directly to Blue Fancy)	*			

Venue and Vendors



- Confirmation with vendors to confirm specific arrival and delivery times
- Detailed itinerary and Vendor Contact List distributed directly to each vendor
- Vendor selection, based on budget, personality, and style
- Complete vendor research
- Organizing majority of vendor meetings and consultations
- Assumption of all vendor communications
- Assurance that vendors are providing services according to contracts
- Attendance at all vendor interviews with or without bride and groom
- Vendor contract negotiations

ROYAL Blue	SAPPHIRE Blue	INDIGO Blue	BABY BLUE Blue
*	*	*	*
*	*	*	*
*	*	*	
*	*		
*	*		
*	*		
*			
*			

Rehearsal

- Coordination of rehearsal and execution of details
- Assistance with placement and expectations of wedding party (ie: where to stand, how to process/recess)
- Ensuring that all involved parties are comfortable with the expectations associated with their specific role
- One hour ceremony rehearsal
- Organization of processional and recessional

ROYAL Blue	SAPPHIRE Blue	INDIGO Blue	BABY BLUE Blue
*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*

Day-of Coordination



Management of the event in its entirety	*	*	*	*
Organization of ceremony processional and recessional	*	*	*	*
Execution of details, and monitoring of ceremony and reception	*	*	*	*
Setup at ceremony and reception	*	*	*	*
Lunch delivery, if needed	*	*	*	*
Boutonniere pinning, if needed	*	*	*	*
Organization and execution of Grand March	*	*	*	*
Organization and execution of speeches, toasts, and dances	*	*	*	*

Setup & Takedown

Management and execution of full reception setup	*	*	*	*
Additional Blue Fancy Assistant(s) for reception set up	*	*	*	*
Management and execution of full takedown	*	*	*	*
Additional Blue Fancy Assistant(s) for reception takedown	*	*	*	*
Placement and wrap up of all personal items following the ceremony and reception	*	*	*	*

*optional
Baby Blue
add-on*