

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	*		

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	*		

Rehearsal



Coordination of rehearsal and execution of details

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Assistance with placement and expectations of wedding party (ie: where to stand, how to process/recess)

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Ensuring that all involved parties are comfortable with the expectations associated with their specific role

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One hour ceremony rehearsal

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Organization of processional and recessional

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Wedding Day Management

Management of the event in its entirety

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Organization of ceremony processional and recessional

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Execution of details, and monitoring of ceremony and reception

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Setup at ceremony and reception

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Lunch delivery, if needed

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Boutonniere pinning, if needed

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Organization and execution of Grand March

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Organization and execution of speeches, toasts, and dances

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Setup & Takedown



Management and execution of full reception setup

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Additional Blue Fancy Assistant(s) for reception set up

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Management and execution of full takedown

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Additional Blue Fancy Assistant(s) for reception takedown

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Placement and wrap up of all personal items following the ceremony and reception

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