



tami austin | wedding planner

## a la carte Services

### Adding Services:

- ◆ Hourly rate: \$45/hour, due at completion of service(s).
- ◆ a la carte services can be added to your existing package at any time.
- ◆ Incidentals will be billed at \$45/hour.

### Planning:

- ◆ Meet with you as needed.
- ◆ Add additional assistant(s) for the wedding day (note: on the day of your wedding, the wedding planner and one assistant are already included in any package).
- ◆ Add a Spanish-speaking assistant for wedding meetings and/or rehearsal and wedding day.
- ◆ Extend the wedding planner's hours beyond 12 hours of service on the day of the wedding.
- ◆ Assist you in creating your ceremony.
- ◆ Create your wedding timeline.
- ◆ Advise and assist you in coordinating aesthetics ranging from flowers, colors, theme, ceremony and reception layout, rentals, all stationery, wedding favors, wedding party gifts, etc.
- ◆ Do-it-yourself wedding florals with wedding planner's assistance.
- ◆ Help you create and maintain your budget.
- ◆ Offer a wedding to-do list to help you keep track of what needs to be done leading up to your wedding.
- ◆ Obtain event insurance.
- ◆ Plan and book your honeymoon.

### Vendor Assistance:

- ◆ Custom vendor referrals needed to fit your style and budget (e.g. music, officiant, make-up/hair, caterer, cake, florist, invitations, photographer, videographer, transportation, etc.).
- ◆ Suggest and accompany you to ceremony and reception venues.
- ◆ Accompany you to vendor appointments at your request or go in lieu of you; make vendor appointments as needed.
- ◆ Book vendors at your request.
- ◆ Be the liaison between you and your vendors.
- ◆ Review all your vendor contracts and make a spread sheet with important vendor information (deposits, balances due, vendor services, vendor needs, arrival times, vendor meal counts, etc.).
- ◆ Confirm all vendors' services, including rehearsal dinner reservations; provide directions to the venue(s) for all vendors; take vendor meal orders for vendors staying into the reception (number of vendor meals passed on to the caterer and included in your final count).
- ◆ Develop a vendor delivery, set-up, and pick-up schedule (can be added to the wedding day itinerary); share schedule with catering manager.
- ◆ Remind you of final balances due to vendors.
- ◆ Remind you of the due date for final guest/meal count and event details for the reception venue and rehearsal dinner.
- ◆ Take care of post-wedding vendor issues.

### For You and Your Guests:

- ◆ Design/maintain your wedding website.
- ◆ Create a wedding timeline to include directions and any pre-wedding activities (golf, tennis, spa treatments, etc.), rehearsal, rehearsal dinner, pre-ceremony, ceremony, timeline, and post-reception; distribute to your wedding party and other participants/family.
- ◆ Plan/coordinate bridal activities such as an engagement party, bridal shower, bachelorette and bachelor parties, bridesmaids' luncheon, golf tournament, rehearsal dinner, after-reception party, etc., tying these parties into the overall theme/feel of your wedding.



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- ◆ Coordinate wedding transportation, such as a shuttle service, for your out-of-town guests.
- ◆ Shop, put together, and/or deliver “welcome bags/baskets” for guests staying at venue or other nearby accommodations (materials, food, and beverage costs, if any, are separate).
- ◆ Shop for, and put together, kids’ entertainment packages for rehearsal dinner and/or reception (materials, food, and beverage costs, if any, are separate).
- ◆ Provide wedding day brunch for wedding party to have as they are getting ready (materials, food, and beverage costs, if any, are separate).
- ◆ Provide a post-ceremony refreshment station for guests to enjoy if there is down time between the ceremony and the reception (materials, food, or beverage costs, if any, are separate).
- ◆ Coordinate a post-wedding brunch or BBQ for wedding party and close family.
- ◆ Make hotel reservations for wedding party, parents, etc., and/or establish room blocks at hotels of your choice.
- ◆ Arrange for babysitters for any of the wedding festivities (bridal shower, luncheon, rehearsal dinner, getting ready, ceremony and reception).
- ◆ Plan kid-friendly activities during the reception.
- ◆ Be point-of-contact for family/wedding party for wedding related questions or needs.

### **Shopping:**

- ◆ Run any errands as needed.
- ◆ Shop for attendants’ gifts and parents’ gifts; wrap gifts (material costs, if any, are separate).
- ◆ Shop with you for your wedding dress; accompany you on dress fittings.
- ◆ Shop with you for your bridesmaid dresses and/or tuxes.
- ◆ Shop for wedding attire accessories (veil, jewelry, shoes, purse, wrap, etc.).
- ◆ Assist you in creating your registry.
- ◆ Shop for wedding favors (material costs, if any, are separate).
- ◆ Shop for wedding accessories (toasting flutes, cake and knife server, guest book and pens, etc.) (material costs, if any, are separate).
- ◆ Shop for other miscellaneous items you request (material costs are separate).

### **Assembling:**

- ◆ Assemble, address (either by hand, or by hiring a printer or calligrapher of your choice), apply postage, and mail save-the-dates, bridal shower invitations, and/or wedding invitations (material and procurement costs, if any, are separate).
- ◆ Get menus, programs, place cards, table numbers, or other items printed or copied; assemble as needed (material and procurement costs, if any, are separate).
- ◆ Alphabetize your place cards.
- ◆ Create a photo book (through an online service of your choice) to serve as your guest book at the wedding.
- ◆ Assemble wedding favors.
- ◆ Create reserved seating signs for the ceremony.

### **Miscellaneous:**

- ◆ Accompany you on your engagement photo shoot.
- ◆ Accompany you on your hair/make-up trial(s).
- ◆ Announce your engagement and/or wedding in a newspaper of your choice; acquire a picture from your photographer to go with announcement.
- ◆ Accompany you during your wedding photos making sure everyone and everything looks perfect (this is accomplished by adding an additional assistant on the wedding day).
- ◆ Return rentals (tuxes, florist rentals, linens, etc.).
- ◆ Take all items collected from the wedding and deliver them to your house (gifts, wedding day accessories, leftover centerpieces, rentals, etc.).
- ◆ Assist you with anything else you need help with.