



## Rehearsal/Day Of Package: from \$950

*This proposal is designed to assist the bride and groom at the rehearsal and on the day of their wedding. With this package, the bride and groom will have planned all the details of their wedding, confirmed vendors, developed a wedding timeline (client provides copies to vendors), and be organized enough to hand over the event details so they can enjoy their special day. Please see "Clients' Responsibilities Checklist for Rehearsal/Day Of Package" to help prepare you for our week of meeting. This package includes:*

- ◆ **Meet with you at least a week prior to the wedding day to:**
  - Review all event details; have details from the checklist ready.
  - Finalize wedding timeline (client creates timeline).
  - Obtain diagrams for ceremony and reception.
  - Obtain master list of table assignments for guests, and entrée choices if applicable.
  
- ◆ **Rehearsal:**
  - Orchestrate the rehearsal at ceremony location.
  
- ◆ **Wedding day (up to 12 hours of coverage; additional hours are billed at \$45/hour):**
  - At designated time, the wedding planner will arrive at venue(s), and will stay through the end of the reception seeing that clean-up of the reception meets the venue's expectations.
  - At designated time, the wedding planner's assistant will arrive at venue(s) to assist set-up.
  - Obtain and set out wedding day accessories: guest book and pens, gift card container, programs, table numbers, menus, seating cards, cake knife/server, toasting flutes, marriage license, wedding favors, and anything else to be placed at the ceremony and reception.
  - Oversee set-up and decorating of ceremony and reception (flowers, candles, centerpieces, linens, etc.) with the florist, design or rental company, and/or catering staff.
  - Obtain and distribute final payments and/or gratuities for all vendors.
  - Keep your wedding party on schedule for pre/post-ceremony pictures.
  - Deliver bouquets, corsages, and boutonnieres to wedding party and family; pin corsages and boutonnieres.
  - Ensure wedding rings and marriage license are on hand prior to the ceremony.
  - Line-up wedding party for ceremony processional; cue musicians or DJ, and officiant.
  - Gather any items left from getting ready to be transported to designated hotel room or vehicle.
  - Coordinate with the catering staff and vendors to ensure your reception flows smoothly from start to finish, including the announcement of your grand entrance, first dance, toasts, cake cutting, etc.
  - Gather all items at the end of the night for transporting to designated hotel room or vehicle (gifts, wedding accessories, bride's bouquet, items left by guests, etc.).
  - Assist you with any requests that day.
  - Have a bridal emergency kit on hand.



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### Payment schedule and contract:

- ◆ Deposit of \$475 and signed contract is due on or before two weeks from date contract is established, at which time Tami Austin’s services are reserved.
- ◆ Final payment of \$475 is due one week prior to wedding day. If client desires, this final payment can be mailed to address below or provided at our final meeting.
- ◆ A la carte services can be added to your existing package at any time.
- ◆ **Make check(s) payable to Tami Austin, and mail to: Tami Austin, 1780 Kettner Blvd. #103, San Diego, CA 92101.**

This agreement and payment schedule is made effective \_\_\_\_\_ (date signed by client), by and between \_\_\_\_\_ (client) and Tami Austin for the purpose of planning and overseeing this wedding on \_\_\_\_\_ (day of wedding) at \_\_\_\_\_ (ceremony site’s name and address) and \_\_\_\_\_ (reception site’s name and address). Please print, sign, and date a copy of this contract and mail it, along with your deposit, to the address above to reserve services.

By: Tami Austin, Wedding Planner

By: \_\_\_\_\_, Client

*Tami Austin*  
\_\_\_\_\_

### Clients’ contact information:

- ◆ Cell and e-mail if person booking services is not the bride or groom:
- ◆ Bride’s cell:
- ◆ Bride’s e-mail:
- ◆ Groom’s cell:
- ◆ Groom’s e-mail:
- ◆ Current and post-wedding mailing address(es) of bride and groom:



## Clients' Responsibilities Checklist for Rehearsal/Day Of Package

*In order to best execute your wedding day, please complete/prepare the following items for our week-of meeting so that we can review these details in full. This will ensure a seamless transition from your careful planning to my diligent coordinating.*

### **Vendors:**

- Confirm all vendors and their details (services, set-up time; return time if applicable).
- Obtain cell phone numbers for the day of contacts.
- Confirm number of vendor meals (if vendor is staying into the reception)—ask catering manager to serve vendor meals at the start of the entrée service unless a vendor requests otherwise.
- Confirm final balances due. Have any checks for balances due and/or gratuities you want me to distribute. Put in separate envelopes for each vendor.
- Confirm vendors have directions to both ceremony and reception, a map of the venue property and know where to unload equipment
- Provide and review wedding timeline and grand entrance with band or DJ; have a list of who will be announced for grand entrance, pronunciation of names if applicable, and song(s) to be played during the entrance; confirm how you want to be introduced (“Mr. & Mrs., just first names, first names with groom’s last name, etc.).
- Share wedding timeline with catering manager.
- Confirm final guest/meal count (including vendor meals) by caterer’s deadline.
- Sign off on Banquet Event Order (BEO) and diagram(s) by caterer’s deadline.
- Have copies of ALL vendor contracts, the caterer’s BEO, and diagram(s) for ceremony and reception (with table numbers assigned).

### **Timeline/Orderliness:**

- Create final wedding timeline including set-up times for vendors, and all wedding festivities (getting ready, pictures, ceremony, cocktail hour, reception, grand entrance, special dances, toasts, garter/bouquet toss, etc.). The more detailed you are, the better it is for the rest of your vendors to carry out your plans.
- Have an outline of your ceremony or ceremony program.
- Have a list of who is included in the ceremony processional, and who they are escorted by.
- Have a list of who will sit in the first few rows on each side during the ceremony; create reserved seating signs.
- Have a final list of who is sitting at which table, what meal they’re eating (if a choice was given), and any special considerations (i.e. highchair, food allergy, kid’s meal, etc.).
- Alphabetize place cards by last name.

### **Miscellaneous:**

- Have an invitation so that I can give this to the photographer to take pictures of at your wedding.
- Have a list of who gets boutonnieres and who gets corsages. If there are a large number of women receiving corsages, consider corsages with magnets instead of pins or posies to hold—a lot of the women don’t like the pin holes left in their formalwear.
- Remember to get extra key(s) at check in (or put my name on the hotel room if you want me to check in for you) so that I can access your hotel room to store wedding accessories and gifts if your reception is at the hotel which you are staying at.