

Full Planning Package

Get hitched without a hitch!

OUR FULL PLANNING PACKAGE

For couples that want full guidance as they plan their big day. We will work with you from the beginning to the happy end, ensuring that the wedding planning process is as stress free and enjoyable as possible and taking care of all the details on your special day! We will research the best vendors based on your budget and style, and provide you with ongoing advice and support.

Includes:

- Ongoing consultations and support throughout the wedding planning process
- Wedding Checklist
- Budget development and implementation (Save VS Splurge recommendations)
- Vendor referral
- Theme development (Inspiration Board will be provided)
- Attendance to site visits /vendor meetings as required
- Vendor/Venue communications and confirmations
- Timeline monitoring (and regular updates) to ensure everything is on schedule

- Build and implement detailed itinerary for wedding day
- On-site direction of wedding ceremony and reception
- Attendance/Assistance to rehearsal
- Supervision/basic assistance with ceremony and reception venue set up
- Wedding Day Emergency Kit will be available

WEDDING DAY COORDINATION

One-Two Weeks Prior to Wedding Day

Confirm final details with vendors prior to wedding day. Make sure that all vendors have Kimspirations contact information.

Rehearsal

- Work with wedding officiator to choreograph wedding ceremony, processional and recessional
- Alert wedding party as to where they need to be the following day, and at what time

Kimspirations!
Weddings & Events

TESTIMONIALS

Both Kim and Jordan were helpful and professional. They were flexible and knowledgeable and were able to give us everything we wanted for a perfect wedding day.

You were an amazing weight off my shoulders! You executed everything exactly how I imagined it!!!

We cannot thank Kimberly and Jordan enough for everything they did for us leading up to and on our wedding day. Kimberly and her assistant did an excellent job with the decorations and knew exactly what I wanted when it came to the theme. They also did our bouquets and they were beautiful. Jordan performed our ceremony and it was perfect. Very easy to talk to and responded to my many questions usually within minutes.

See more testimonials at: <http://www.weddingwire.com>

Ceremony

- Set up programs and other ceremony items i.e. guest book, unity candles, sand ceremony etc.
- Ensure that ushers/groomsmen arrive on time and are ready to pass out programs
- Alert ushers/groomsmen as to when to begin escorting guests to their seats and remind them as to how to be a "proper" usher
- Ensure that ceremony musicians have arrived and direct them as to where to set up
- Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music. Determine what hand signals will be used to cue musicians
- Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- Communicate with bride and groom so that they know how much time remains before the start of the ceremony
- Handle any emergencies that may arise
- Line up the bridal party for their entrances down the aisle
- Cue ceremony musicians when bridal party is ready to begin processional
- Gather family and friends for after ceremony photos

Prior to Reception

- Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer
- Arrange escort cards
- Make sure reception flowers/décor is set up according to flower order
- Meet with catering staff to confirm food timeline
- Set up guest book and pen, champagne flutes, cake cutting utensils
- Set up table numbers/names and menu cards
- Set up amenities baskets, hand towels, candles etc. in bathrooms

Reception

- Ensure proper flow of cocktail hour food
- Look over dining tables and make sure they are set up properly
- Along with catering staff, encourage guests to join bride and groom for dinner at the end of cocktail hour
- Help guests locate their escort cards and dining tables
- Assist bride and groom with Grand Entrance

Reception continued...

- Cue band/DJ, i.e. first dance, cake cutting, toasts and parent dances
- Be aware of timing of catering service and make sure people are served promptly
- Distribute final payments/gratuities to vendors at the end of the evening.
- Prevent & fix any problems that may arise during your event
- Remain easily accessible through the entire event in case there are any details you would like attended to
- Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to your hotel room, your home or to a family members car,

FEE FOR SERVICE

- \$2,500 + HST
- Travel and Accommodation Fee will apply if the Wedding is outside of St. John's and the surrounding area.