



VIRGINIE

WEDDING PLANNING & DESIGN



www.virginieweddingplanner.com

Monaco-Paris-London-Italy-Greece-Dubai-Abu Dhabi-Oman-Kuwait-Qatar-Saudi-Seychelles

THEME | CONCEPT | PRODUCTION | KOSHA DESIGN | PHOTOGRAPHY
VIDEOGRAPHY | SOUND | LIGHT | DJ | ENTERTAINMENT

PLANNING & PREPARATION

- Select design / production / floral company
- Planning consultations / budget estimation
- Menu tasting with hotel / caterer to build wedding menu
- Continuous recommendations or suggestions via phone or e-mail
- Assist with flow of the wedding
- Create detailed wedding day timeline for vendors
- Ceremony planning & reception planning
- Etiquette advisement
- Receive all personal items for ceremony & reception
(i.e. place cards, guest book, toasting glasses, cake cutter, favors, canvas, etc)

VENDOR SELECTION & COORDINATION

- Review vendor contracts, deposits & payments
- Request and obtain copies of insurance certificates if required by venue
- Create vendor list with contact information, setup & strike times
- Provide all necessary parties with vendor's time line & actions
- Distribute driving directions and maps
- Send final confirmations to vendors by e-mail & phone (1 week prior)
- Get all requirements from the entertainers including technical riders for the bands



WEDDING DAY SERVICES

- Wedding day director (full day coverage)
- Setup supervision, overall management of wedding ceremony and reception
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members and vendors
- Setup personal items as per instructions for ceremony & reception
- Final inspections on setup, seating placements/count, table/place cards, decor, etc
- Assist with seating arrangements
- Attend to the guests needing special assistance
- Coordinate with musicians & performers during the wedding
- Coordinate transport of gifts and personal items into designated car or hotel room with Groomsmen

ADDITIONAL SERVICES ON REQUEST

- Additional day of coordination
- Assist with out-of-town guest accommodations (hotel, transportation)
- Create and distribute directions, timelines for out-of-town guests
- Plan activities for out of town guests
- Day after brunch arrangements
- Honeymoon arrangements





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Elite Wedding Planner

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