



YOUR HEART'S DESIRE

Weddings and Events

Classic Full-Service

1 Lead Planner; 1 Assistant

Venue Selection

- Assist in narrowing down a list of 6 venues according to number of guests, budget, location, and any other special requirements you may have
- Setup an itinerary to tour up to 6 venues and attend those meetings with you
- Assist with venue comparison to help you understand the pricing structures & pros/cons of each of your choices
- Upon your selection of the venue, work directly with the venue's representative to negotiate the contract and ensure that it is fair and equitable

Booking & Selecting Core Wedding Vendors

(including Officiant, DJ/Band, Musicians, Florist, Photographer, Videographer, Invitations, Baker)

- Research & referral of vendors within budget range and other requirements indicated
- Set & attend up to 12 vendor appointments
- Provide discounts, free products and referral fees to client when applicable
- Review and negotiate vendor contracts

Budget & Payment Assistance

- Help prepare and stay within your budget
- Provide periodic updates of the budget as vendors are selected
- Provide a payment schedule and reminders
- Provide assistance with Gratuity Suggestions

Design

- Assist in defining your personal wedding style
- Assist in booking rentals, linens & other design vendors

Final Preparation Essentials

- Create Ceremony & Reception Diagram
- Attend final walk-thru of the venue
- Assist in formatting the final Guest List with seating assignments and menu selections for the Caterer
- Contact vendors one week before the wedding to verify arrival/delivery times
- Provide detailed timeline of wedding day, including schedule of events & arrival times of contracted vendors
- Conduct wedding rehearsal
- Check ceremony and reception sites before guests arrive to ensure that they are set up correctly
- Supply day-of "emergency kit"
- Coordinate wedding day from at least two hours prior to the wedding ceremony until the last major event of the reception (typically cake cutting)
- Be a communication point between all vendors on the day of the wedding, keeping in mind YOUR requests and expectations
- Distribute final payments and gratuities to vendors as necessary
- Assist and/or facilitate such duties as: putting accessories in place, bustling the wedding gown, pinning corsages & boutonnieres, assist in decorating and placing favors, etc.

Signature Full-Service

1 Lead Planner; 2 Assistant

Venue Selection

- ✿ Assist in narrowing down a list of 8 venues according to number of guests, budget, location, and any other special requirements you may have
- ✿ Setup an itinerary to tour up to 8 venues and attend those meetings with you
- ✿ Assist with venue comparison to help you understand the pricing structures & pros/cons of each of your choices
- ✿ Upon your selection of the venue, work directly with the venue's representative to negotiate the contract and ensure that it is fair and equitable

Booking & Selecting Core Wedding Vendors

(including Officiant, DJ/Band, Musicians, Florist, Photographer, Videographer, Invitations, Baker)

- ✿ Research & referral of vendors within budget range and other requirements indicated
- ✿ Set & attend up to 15 vendor appointments
- ✿ Provide discounts, free products and referral fees to client when applicable
- ✿ Review and negotiate vendor contracts

Budget & Payment Assistance

- ✿ Help prepare and stay within your budget
- ✿ Provide periodic updates of the budget as vendors are selected
- ✿ Provide a payment schedule and reminders
- ✿ Provide assistance with Gratuity Suggestions

Design

- ✿ Assist in defining your personal wedding style
- ✿ Provide an inspiration board with ideas for floral, linens, rentals, lighting, draping, stationery, favors, etc.
- ✿ Facilitate the booking and ordering of all design related items through YHD

Guest Accommodations

- ✿ Receive and Track RSVPs
- ✿ Set up Room Blocks for out-of-town guests
- ✿ Arrange for Guest Transportation
- ✿ Assemble & Deliver Welcome Bags

Final Preparation Essentials

- ✿ Create Ceremony & Reception Diagram
- ✿ Attend final walk-thru of the venue
- ✿ Assist in formatting the final Guest List with seating assignments and menu selections for the Caterer
- ✿ Contact vendors one week before the wedding to verify arrival/delivery times
- ✿ Provide detailed timeline of wedding day, including schedule of events & arrival times of contracted vendors
- ✿ Conduct wedding rehearsal
- ✿ Check ceremony and reception sites before guests arrive to ensure that they are set up correctly
- ✿ Supply day-of "emergency kit"
- ✿ Coordinate wedding day from at least two hours prior to the wedding ceremony until the last major event of the reception (typically cake cutting)
- ✿ Be a communication point between all vendors on the day of the wedding, keeping in mind YOUR requests and expectations
- ✿ Distribute final payments and gratuities to vendors as necessary
- ✿ Assist and/or facilitate such duties as: putting accessories in place, bustling the wedding gown, pinning corsages & boutonnieres, assist in decorating and placing favors, etc.

Premium Full-Service

1 Lead Planner; 3 Assistants

Venue Selection

- ✿ Assist in narrowing down a list of venues according to number of guests, budget, location, and any other special requirements you may have
- ✿ Setup an itinerary to tour an unlimited number of venues and attend those meetings with you
- ✿ Assist with venue comparison to help you understand the pricing structures & pros/cons of each of your choices
- ✿ Upon your selection of the venue, work directly with the venue's representative to negotiate the contract and ensure that it is fair and equitable

Booking & Selecting Core Wedding Vendors

(including Officiant, DJ/Band, Musicians, Florist, Photographer, Videographer, Invitations, Baker)

- ✿ Research & referral of vendors within budget range and other requirements indicated
- ✿ Set & attend an unlimited number of vendor appointments
- ✿ Provide discounts, free products and referral fees to client when applicable
- ✿ Review and negotiate vendor contracts

Budget & Payment Assistance

- ✿ Help prepare and stay within your budget
- ✿ Provide periodic updates of the budget as vendors are selected
- ✿ Provide a payment schedule and reminders
- ✿ Provide assistance with Gratuity Suggestions

Design

- ✿ Assist in defining your personal wedding style
- ✿ Provide an inspiration board with ideas for floral, linens, rentals, lighting, draping, stationery, favors, etc.
- ✿ Facilitate the booking and ordering of all design related items through YHD

Guest Accommodations

- ✿ Receive and Track RSVPs
- ✿ Set up Room Blocks for out-of-town guests
- ✿ Arrange for Guest Transportation
- ✿ Assemble & Deliver Welcome Bags

Rehearsal Dinner

- ✿ Assist in booking a facility, selecting a menu, implementation of a design (if applicable), coordination of necessary vendors, selecting invitations, arranging guest transportation, and attending the event to coordinate.

Final Preparation Essentials

- ✿ Create Ceremony & Reception Diagram
- ✿ Attend final walk-thru of the venue
- ✿ Assist in formatting the final Guest List with seating assignments and menu selections for the Caterer
- ✿ Contact vendors one week before the wedding to verify arrival/delivery times
- ✿ Provide detailed timeline of wedding day, including schedule of events & arrival times of contracted vendors
- ✿ Conduct wedding rehearsal
- ✿ Check ceremony and reception sites before guests arrive to ensure that they are set up correctly
- ✿ Supply day-of "emergency kit"
- ✿ Coordinate wedding day from at least two hours prior to the wedding ceremony until the last major event of the reception (typically cake cutting)
- ✿ Be a communication point between all vendors on the day of the wedding, keeping in mind YOUR requests and expectations
- ✿ Distribute final payments and gratuities to vendors as necessary
- ✿ Assist and/or facilitate such duties as: putting accessories in place, bustling the wedding gown, pinning corsages & boutonnieres, assist in decorating and placing favors, etc.