

- Ceremony and reception venue scouting
  - Photoshoot location scouting
- Attendance to vendor meetings (2 per each planning category)
  - Vendor sourcing, recommendations and negotiations
    - Contracts review
    - Vendor management
  - Creation and execution of event design décor and flowers
    - Stationary design of all printed materials
      - Floor plan design and layout
      - Guest RSVP management
    - Wedding favors and other detailed rental items
      - Coordinating accommodation
        - Transportation Logistics
        - Payment deadline updates
      - Wedding etiquette guidance
    - As well as any other details or requests you require

\*\*\* Includes everything outlined in Month Of Wedding Management package\*\*\*