



## Krafted with Elegance – Partial Wedding Planning Service

### Services begin up to 4 months before the Wedding Day

#### General Planning

Once you have booked with us, we would love to take the time to interview and really get to know our clients. After booking, we will have a get-to-know-you phone call or meeting to learn more about both of you and to discuss all aspects of the wedding. This meeting is the foundation of the work you will do with you throughout the entire process.

#### Email and Phone Support

Starting up to 4 months prior to the wedding, your *Krafted Planner/s* will become available to answer wedding related questions through phone and email during regular business hours. Your wedding planner will provide business hours to you at the time of booking. You can expect a response from your planner within 48 hours during the workweek.

#### Budget Projections

Based on our get-to-know-you meeting and your ideal budget, we will project a detailed budget for the wedding day. After reviewing the projection together and reaching an agreement on the overall wedding budget estimate, we will use it as a guide during planning. We will keep track of vendor payments, send reminders when payments are due and update the budget during the planning process.



## Vendor Considerations

### Recommended Vendor List

As professional planners, we have many resources and recommendations for anything and everything you could possibly need for your wedding day. Upon booking with the planner, we will provide a list of recommended event professional to assist you in choosing a dependable team of event professionals during the planning process. Our recommended professionals are vendors we feel confident working with. We encourage you to meet (email, video, texting etc) with them when choosing your vendor team. You as the client always makes the final choice for wedding details and vendors. You will sign contracts directly with each vendor you choose and pay the vendor directly. Should you have issues making payments, we as the planner will facilitate payments where possible.

For all vendors, after choosing desired vendor we will work with you to obtain quotes and contracts. We will review the contract to confirm correct date, time, agreed upon rules, and price, then forward the final contract to you for signature. During the planning process, we will work with them to coordinate logistics and details related to the service.

### Create a Wedding Vendor List

We will compile a list of all your contracted wedding professionals with their contact information.

### Venue Selection

We will recommend venues that fit your style, location, and budget. We will help you narrow down options then schedule and attend tours (video tours are also considered here). For venues that we are not familiar with, we will ask relevant questions about the venue and take detailed notes.

### Catering

If a catering company is needed, we will work with you to create a distinct menu that fits the overall style and atmosphere for the wedding. We will then procure quotes from 2-3 catering companies and review the quotes with you. We will schedule up to two catering tastings for you. During the tastings, we will ask relevant questions about the catering service, give feedback on the food and presentation, and take detailed notes.





### **Beverage and Bar**

If the catering service does not include bar service, we will work with you to create a bar service menu for the wedding day. We will procure quotes from 1-2 beverage service providers, bartending services, and/or beverage stores for you to review.

### **Cake and Desserts**

We will recommend 2-3 cake designers, bakeries, or dessert companies for you to review. We will request the relevant quotes for you to review. During the consultations process, we will ask relevant questions about the vendor's services, give feedback on the cake and dessert flavors, share ideas on the cake or dessert design, and take detailed notes.

### **Photo and Video**

We will recommend 2-4 photography and cinematography professionals who fit your style and budget. We will request quotes and have continuous consultation with them to finalize. During the consultations, we will ask relevant questions about the vendor's services and take detailed notes.

### **Music and Entertainment**

We will recommend ceremony, cocktail hour, and reception musicians based on your style, budget, and music taste. We will procure up to 4 quotes related to music (DJ, band etc.). We will obtain quotes and schedule consultations with music professional where applicable

### **Event Styling and Design**

We will work with you to collate pictures and create a shared Pinterest inspiration board to show the overall event style. We will share feedback and ideas on the color palette, decor, and wedding details. We will use the Pinterest board and our shared ideas throughout the planning process when choosing flowers, linens, rentals, decor, stationery, and cake design.





### **Floral, Décor, Linen Rentals and Event Stationery**

Krafted by Design is a floral and décor company that offers wedding planning and design services. We will therefore provide flowers, decor, customized stationery draping, speciality rentals, and lighting professionals. We work together to design your wedding following which we will prepare proposals for your review, feedback and advise. We will work on stationery design, assist with wording and design for save the dates, invitations, RSVP cards, programs, menu cards, place cards, escort cards, seating charts, thank you notes, and any other wedding related stationery and signs. We will complete mocks up of stationery items and give feedback if needed. Where stationery is being done by another vendor, we will provide feedback where necessary.

### **Hair and Makeup**

We will recommend 2-3 makeup artists and 2-3 hair stylists who fit your desired style and budget. You will review their portfolios and discuss details over the phone with these vendors on your own. We will give advice and feedback to help you make a final decision if needed. This includes scheduling a trial run for you to attend on your own with each beauty vendor and coordinating timing of their services on the wedding day for you and the bridal party.

### **Wedding Officiant or Minister**

We will recommend 2 wedding officiants or ministers who fit your desired ceremony style. You will liaise with these professionals on your own or interview them over the phone. We will give advice and feedback to help you make a final decision if needed.

### **Transportation**

We will procure up to 3 quotes related to wedding day transportation services for guests and the bridal party. We will review these quotes with you and give feedback if needed.

### **Guest Accommodation**

We work closely with a Travel Agent who will assist you with hotel/Airbnb options for your wedding guests and inquire about special room rates for the wedding weekend if available. After you evaluate the options and decide on the lodging selections to recommend for your guests, our travel agent will work with the selected properties to obtain the contract(s) for special group rates or for contracted room blocks.





## **Services begin 30-60 Days Before the Wedding Day**

### **Details Meeting**

While there will be smaller meetings to ensure all details are covered, we will have one (1) detailed meeting with you to review wedding day details, talk through the timing of the wedding day events, and review the services that will be provided by your contracted event professionals. This meeting is up to 2 hours in length and takes place approximately 45-60 days prior to the wedding day.

### **Create First Draft of the Wedding Day Schedule**

After the details meeting, we will draft a detailed wedding ceremony and reception schedule. At this time, we will also create our checklist regarding the setup of all wedding decor and details that we are responsible for. Once the first draft of the wedding day schedule and setup checklist is complete, you will review it and have the opportunity to provide feedback and corrections within five (5) business days.

## **Services begin 30 Days Before the Wedding Day**

### **Final Walk-Through Meeting**

We will work with you and your reception venue to schedule and attend the final walk-through meeting. This meeting takes place at your reception venue to finalize the wedding day schedule, setup details, logistics, and layout of the reception space. This meeting typically takes place 10-15 days prior to the wedding day and can be up to two (2) hours in length.

### **Finalize the Wedding Day Schedule**

After the final walk-through meeting, we will finalize the wedding day schedule with you, your venue(s), and the vendor team, then distribute the schedule to the event professionals who are involved in the wedding day.

### **Final Vendor Confirmations**

During the week prior to the wedding, we will confirm timing and logistical details with each event professional you have booked. This includes communicating load-in and load-out instructions, delivery and breakdown times, and set-up logistics for the wedding day.







### Texting Support

Starting 3 days prior to your wedding, your *Krafted Planner/s* will become available for questions via text as well as through phone and email between the hours of 9am-8pm. Your planner will respond as soon as possible to text messages during this time.

### Wedding Rehearsal Coordination

We will attend your wedding rehearsal and work to rehearse the processional, ceremony outline, and recessional. *Note that your Officiant does not necessarily needs to be present, their presence may be subject to additional chargers.* We will review the wedding day arrival time and locations with the bridal party. The rehearsal coordination includes up to one hour of time for your *Krafted Planner/s* to coordinate the ceremony rehearsal. Before scheduling the rehearsal time with your ceremony location, it is required that you confirm availability of your us.

### Distribution of Final Payments

If you wish to have your wedding planner distribute final payments and gratuities to your wedding vendors on the wedding day, these can be given to your *Krafted Planner/s* in sealed and labeled envelopes.

### Collection of Small Decor Items

If your wedding venue does not have storage capability, you may deliver up to 4 medium size boxes of items to your *Krafted Planner/s* during this time frame. A medium size box is no larger than 2' x 3' in size. The wedding planner will bring these items to the wedding on the wedding day. These items may include favors, escort and place cards, seating chart, menu cards, table numbers, wedding programs, guest book, card box or basket, toasting flutes, cake serving set, signage, and small decor items. If you have additional decor items beyond this, your *Krafted Planner/s* may be able to accommodate your needs with additional assistants, added planning hours, or added services.





## Services provided on the Wedding Day

### On-Site Time

Your *Krafted Planner* and assistant(s) will be on-site for up to ten (10) hours on the day of the wedding. The planner's arrival and departure times are listed in the wedding day schedule and are determined by the us. Throughout the day, we will use the wedding day schedule to manage the timing and events of the day for you, your guests, and the vendor team.

### Client Concierge

We will check-in with you and your fiancé throughout the wedding day to ensure your needs are met, questions are answered, and the day is happening according to your desires.

### Set-up Supervision

We will supervise ceremony and reception load-in and setup with your vendor team. We will setup small decor items and details including wedding favors, ceremony candles, wedding programs, guest book, toasting flutes, cake serving set, guest favors, card box, place cards, escort cards, table names or numbers, menu cards, and seating charts.

### Coordinate the Ceremony

We will assist with line-up of the wedding processional, including grandparents, parents, and the bridal party. We will cue the ceremony musicians if needed and direct the individuals involved in the ceremony processional. After the ceremony, we will move small decor items to the reception location if needed.

### Coordinate the Reception

During the reception, we will work closely with the venue, catering team, DJ or band, and the photo and video professionals to ensure accuracy of upcoming events, announcements to be made, and smooth transitions for you and your guests throughout the reception event. This includes coordination of the grand entrance, first dance, parent dances, toasts, cake cutting, bouquet and garter toss, last dance, grand exit, and any other events that are scheduled to take place.





## Additional Services

### Vendor Team Lead

We will be the point of contact for your team of wedding professionals on the day of the wedding. Using the wedding day schedule, we will work with your event professionals to answer questions and use our best efforts to stay on schedule throughout the day of the wedding. We will also work with the catering staff and vendor team to coordinate vendor meals and breaks if needed.

### Guest Assistance

We will assist guests with questions that arise throughout the day. Along with the catering or venue staff, we will graciously direct guests from the ceremony to the cocktail hour location and then to the reception location if needed.

### Guest Transportation Assistance

We will assist with coordinating timing and communication of details for guest shuttles and wedding party transportation on the day of the event. Your *Krafted Planner/s* will use phone calls and text messaging to manage communication with transportation vendors who are not at the same location. If you require a *Krafted Planner* or assistant to be on-site at another location to manage transportation, we may be able to accommodate your needs with additional assistants, added planning hours, or added services.

### Clean-up Supervision

We will oversee reception clean up including collection of personal items such as the guest book, toasting flutes, cake serving set, and extra stationery items. We will work with your designated person to put wedding gifts and personal items into their car or other on-site location at the end of the reception. Transportation of wedding gifts is not included under the package.

### Emergency Kit

We have a wedding day emergency kit that will be on-site for the wedding day. This kit includes a variety of items such as bandages, safety pins, hair spray, wet wipes, scissors, tape, mints, a sewing kit, and many other items to fix emergencies or necessities that may happen on the wedding day.

### Additional Clean-up

Centerpiece breakdown, installation/removal of chairs, tables, linens, decor props, florals and trash removal are included under the terms and condition of the Krafted Décor Rental Agreement and are not considered here.







## Additional Services

### Guest Welcome Bags

Make your guests feel honored and welcome by gifting them a welcome bag when they arrive at their hotel. Guest welcome bags can be simple with a few snacks, a local map, and a bottle of water, or they can be more upscale with personalized canvas bags that include wine, beer, gourmet treats, and a gift for the guest.

We would love to help procure the packaging and contents for your guest welcome bags. We can also deliver the bags to the local hotel/ locations where guests are staying

### Party & Social Event Planning

We would love to help plan and design other events such as the rehearsal dinner, bachelor and bachelorette parties, wedding showers, welcome receptions, brunches, and wedding week guest activities. From vendor recommendations and theme development to event design and on-site coordination, we can create the perfect party to complement your wedding day celebration.

*\*Pricing for each a la carte service is custom quoted based on your specific needs.*

*The planning hours included in this service can only be used for planning of the wedding and cannot be used to plan other events. These planning hours may not be used for your planner to be on-site for additional hours on the day of the rehearsal, on the wedding day, or for any work after the wedding date.*

*"That moment when elegance and charm meets sophisticated designs" ... "and dreams are transformed into amazing realities"*

*Your Krafted Wedding Fairy*

