



Planning & Coordination

DCVR ALL INCLUSIVE PACKAGE



Planning & Coordination

Included in DCVR All Inclusive Package

- To Begin Meeting
 - Begin the wedding planning process with idea generation and vision
- Assistance with vendor selection (If needed for vendors outside the All Inclusive Package)
- Assistance communicating and coordinating with wedding vendors
- Assistance with design creation using our Unlimited Decor Package
- Electronic Resource Kit
 - Includes Invitation Recommendations and Discounts, How to Narrow Down Your Guest List Graphic, Questions to ask Each Vendor, Tipping Vendors Cheat Sheet, and a Wedding Planning Checklist
- What's Left Meeting
 - Finalize important details before the Final Walk Through
- Additional behind the scenes research, work, and coordination
- Attend and Orchestrate Final Walk Through
- Create and Distribute Detailed Event Timelines
- Confirm and Inform All Vendors
- Coordination of Ceremony Rehearsal
- Lead Event Planner and an Associate Planner available on the wedding day (up to 12 hours) to provide the following services:
 - Serve as point of contact for vendors
 - Assist with ceremony set up, décor set up, and facilitate and implement reception set up
 - Give cues for walking down the aisle, grand entrance into the reception, toasts, etc.
 - Coordinate with the Band/DJ to establish flow of the reception and all reception events (first dance, cutting cake, tossing bouquet, etc.)
 - Handle issues that may arise and field questions from guests
 - Coordination of marriage license signing
 - Load gifts, décor, extra food, etc., into assigned vehicles
 - Deliver vendor payments and tips on wedding day
 - Extensive Wedding Emergency Kit