



## *Sweet I Do's*

### *Diamond Package*

Please let your event coordinator know if there are services you wish to add or services you do not need. We will be more than happy to customize our package to make your dream a reality. If there is a service you would like that you do not see listed, please let us know.

Our Diamond Package is designed to be an all inclusive package. We will take all of the stress out of planning your perfect event. By performing all of the detail work and research, we allow you to spend more time enjoying the process and less time sitting through another meeting. This is the ultimate you dream it, we deliver it package.

#### *Pre-Rehearsal and Wedding* (to take place 2 months prior to the rehearsal)

Design, plan and coordinate your pre-wedding parties (engagement party, bridal shower, bachelor/bachelorette parties and rehearsal).

Design, plan and coordinate your ceremony and reception.

Assistance in planning your honeymoon.

Interview and set up meetings with all vendors.

Attend all vendor meetings with or without couple as requested.

Attend all tastings and assist with all catering details.

Assistance with wording of stationery package (Save the Date, Invitation, RSVP, Thank You cards, Programs, etc.).

Assistance with addressing, assembling and mailing of necessary pieces of the stationery package.

Organize and monitor gift registries.

Maintain and update gift log with gifts received and thank you cards sent.

Coordinate trial run and day of aesthetic appointments (hair, nails, facials, makeup, etc.)

Attend dress and tuxedo appointments and fittings if requested by couple.

Create welcome baskets for out of town guests.

Assist with arranging transportation for out of town guests

Creation and execution of all décor details.

Create custom monogram.

Meet with photographer at ceremony and reception venue to find best photo locations.

Includes all services in all other packages (Platinum, Gold, Month of and Day of Packages).

#### *Rehearsal*

Photograph events for couple.

Includes all services in all other packages (Platinum, Gold, Month of and Day of Packages).

#### *Wedding Day*

Organize bride and groom rooms at venue.

Assist as requested bride and groom preparations.

Ensure that all requested photographs have been taken by photographer.

Observe photo shoots to ensure that bride and groom are flawless.



## *Sweet I Do's* *Platinum Package*

Please let your event coordinator know if there are services you wish to add or services you do not need. We will be more than happy to customize our package to make your dream a reality. If there is a service you would like that you do not see listed, please let us know.

Our Platinum Package is designed for the couple that wants to spend less time sitting in meetings and on the phone working out the details and more time on the dream of the wedding. This package is designed to allow the couple to still be involved in all of the details and decisions, but not be overwhelmed with all of the details.

### *Pre-Rehearsal and Wedding* (to take place 2 months prior to the rehearsal)

Maintain wedding budget with weekly update sent via email to the couple.

Assistance with negotiation and selection of vendors.

Review of venue and vendor contracts.

Assistance with menu selection.

Assistance with selection of stationery package (Save the Date, Invitation, RSVP, Thank You cards, Programs, etc.).

Guest list coordination and RSVP tracking.

Create gift log for tracking of gifts received and thank you cards sent (couple responsible for maintenance).

Assistance with favor selection.

Assistance with bridal party gift selection.

Assistance with design of seating arrangements.

Includes all services in Gold, Month of and Day of Package.

### *Rehearsal*

Perform general errands and item pickup.

Includes all services in Gold, Month of and Day of Package.

### *Wedding Day*

Perform general errands and item pickup.

Transport gifts and other items that belong to the couple to the designated drop off point within 24 hours of event.

Includes all services in Gold, Month of and Day of Package.



## *Sweet I Do's* *Gold Package*

Please let your event coordinator know if there are services you wish to add or services you do not need. We will be more than happy to customize our package to make your dream a reality. If there is a service you would like that you do not see listed, please let us know.

Our Gold Package is for those couples who need some guidance throughout the planning process, but still want to be involved in all of the details. This package is designed for couples who want to find and select their own vendors. Couples who select this package also know what design/theme they want but just need assistance coordinating everything.

### *Pre-Rehearsal and Wedding* (to take place 2 months prior to the rehearsal)

Unlimited email and phone consultations.

Three (3) one hour face to face consultations. Initial consultation not included.

Personalized wedding planner to include - budget worksheets, countdown checklist, duties for wedding party, photographer checklist, musician checklist, day of itinerary, questions to ask vendors, licensing and name change information.

Create wedding budget (maintenance and updates to budget performed by couple).

Create timeline for vendor payments (actual payment to vendors to be done by couple).

Provide vendor referrals as needed.

Assistance with finding venues for ceremony and reception (limited to two sites).

Assistance with hotel accommodations for out of town guests.

Month of and Day of Coordination services (please see appropriate package for details).

### *Rehearsal*

Month of and Day of Coordination services (please see appropriate package for details).

### *Wedding Day*

Assistance with transportation for wedding party.

Assistance with theme development, décor and event design.

Help decorate and clean up.

Month of and Day of Coordination services (please see appropriate package for details).



## *Sweet I Do's* *Month of Coordination*

Please let your event coordinator know if there are services you wish to add or services you do not need. We will be more than happy to customize our package to make your dream a reality. If there is a service you would like that you do not see listed, please let us know.

Much like our Day of Coordination Package, our Month of Coordination Package is for those couples who have invested many hours planning their perfect day, but now they want to relax and enjoy that day instead of worrying that all of the details come together in perfect harmonious execution. We do recommend that you hire your MOC at least two months prior to the event to ensure that your event coordinator can obtain and finalize the details to make your day go smoothly and without incident.

### *Pre-Rehearsal and Wedding* (to take place 2 months prior to the rehearsal)

Create and modify as necessary a detailed wedding day schedule.

Communicate wedding day schedule to all necessary parties (vendors, bridal party, family, etc.)

Provide bridal party with duties list and timeline for completion.

Perform vendor confirmations 1 month and 2 weeks prior to wedding day.

Provide vendor referrals for those services not yet secured.

Day of Coordination services (please see Day of Coordination Package for details).

### *Rehearsal*

Set the date, time and location of the rehearsal dinner. Communicate with all required and optional attendees as directed by the couple.

Attend rehearsal dinner to coordinate events as requested by the couple.

Day of Coordination services (please see Day of Coordination Package for details).

### *Wedding Day*

Organize and coordinate breakfast the morning of for bride and groom.

Provide list of recommended photography poses.

Provide list of custom music selections to fit theme of wedding.

Coordinate with photographer that all requested special photographs have been taken.

Set-up photo sharing website for guests to contribute and view photographs from the wedding.

Day of Coordination services (please see Day of Coordination Package for details).



## *Sweet I Do's* *Day of Coordination*

Please let your event coordinator know if there are services you wish to add or services you do not need. We will be more than happy to customize our package to make your dream a reality. If there is a service you would like that you do not see listed, please let us know.

Our Day of Coordination package is for those couples who want plan their entire wedding, but who don't want the stress and aggravation of making sure that all the planning comes together for their perfect day. We do recommend that you hire your DOC no later than one month prior to the wedding to ensure that the event coordinator can obtain and finalize the details to make your day go smoothly and without incident.

### *Pre-Rehearsal and Wedding* (to take place 2 weeks prior to the rehearsal)

Due to the nature of this package it has limited communication and meetings.

Meet with couple to obtain ceremony and reception details, vendor information, bridal party contact information.

Obtain master time line of all events and review with couple (to be provided by the bride).

Confirm special requests and family traditions with couple.

### *Rehearsal*

Set the date, time and coordinate all the participants for the rehearsal. Including the bridal party, participating family, officiant, venue, etc.

Orchestrate processional and recessional in the order and to the music desired.

Coordinate with the couple who will help during the ceremony and reception - ushers, guest book attendant, set up of party favors, etc.

Communicate job duties and time line to everyone involved with helping during the ceremony and reception.

Communicate arrival time and place to bridal party.

### *Wedding Day*

Arrive no later than two hours before the start of the ceremony to coordinate vendors as they arrive.

Assist with final adjustments and placement of favors, guest book, programs, etc.

Have "survival kit" ready for last minute emergencies.

Assist bride and bridal party as they get ready.

Assist bride, bridal party and family to pre-wedding photographic session on time.

Make sure that bride, bridal party and family are uninterrupted by guest arrival.

Carefully monitor time and guest arrivals to determine when to start the ceremony.

Queue up family, bridal party and bride for processional.

Final check on boutonnieres, corsages, bouquets, rings. Last minute check on makeup, hair and attire.

Signal musicians to start processional music.

Start and monitor processional to ensure timing, spacing and to ensure the bride has a spectacular, flawless entrance.

During ceremony, double check that all details that couple has requested are in place and that all vendors are setup, cleaned up and ready for the reception.

After ceremony, escort the bridal party to the designated post ceremony photographic session.



## *Sweet I Do's*

### *Day of Coordination*

Clear guests from this area to ensure the photographer can take final photographs.

During photography session, ensure that cocktails and hors d'oeuvres are ready for the guests prior to their arrival at the reception area.

Ensure guest book is signed by guests.

Make sure gifts are placed in designated area. Ensure that any loose cards are matched to their corresponding gift.

Time and orchestrate Grand Entrance (ensure Master of Ceremonies has correct order and name pronunciation, catering staff has stopped serving food and drinks, photographer is ready to capture entrance, musician has song queued and that all guests are seated).

Queue up family, bridal party and couple for Grand Entrance.

Ensure toast, first dance, cake cutting, etc, follow the timeline and are executed without incident. Coordinate with MC, catering staff, photographer, musicians.

Assist bride and groom in getting their meal and drinks.

Make sure bride and groom receive a piece of cake. If they are saving the top of their cake, make sure it gets saved.

Instruct the caterer what to do with the left over food (coordinated with the couple prior to the ceremony).

Assist the bride and groom as they exit the reception for their honeymoon.

Ensures required clean up occurs and that items that belong to the couple get returned in accordance with prior arrangements.

EXHIBIT A



# *Sweet I Do's Package Listing*

## *A la Carte*

These services are available in lieu of or in addition to our packages. Please select those services that you wish to have your event coordinator plan and we will provide a custom quote. Our Silver, Gold and Platinum packages do include some of the services below. Please see our Package Listing for details.

If you have a preferred vendor that you would like your coordinator to work with, please provide their name and contact information.

Service Desired

Preferred Vendor

- |   |       |
|---|-------|
| <input type="checkbox"/> Announcement of engagement in newspaper  | _____ |
| <input type="checkbox"/> Engagement party   | _____ |
| <input type="checkbox"/>  |       |
| <input type="checkbox"/> Design of stationery package (includes Save the Date, invitations, RSVP, directions and Thank You cards) | _____ |
| <input type="checkbox"/> Mailing of the stationery package  | _____ |
| <input type="checkbox"/> Calligrapher   | _____ |
| <input type="checkbox"/> Printer  | _____ |
| <input type="checkbox"/> Guest list maintenance   | _____ |
| <input type="checkbox"/> Tracking of guests attending   | _____ |
| <input type="checkbox"/> Wedding gown and accessories   | _____ |
| <input type="checkbox"/> Bridesmaids' attire and accessories  | _____ |
| <input type="checkbox"/> Appointment with hairstylist and/or makeup artist  | _____ |
| <input type="checkbox"/> Grooms tuxedo and accessories  | _____ |
| <input type="checkbox"/> Groomsmen's attire   | _____ |
| <input type="checkbox"/> Musician for ceremony  | _____ |
| <input type="checkbox"/> Flowers  | _____ |
| <input type="checkbox"/> Photographer   | _____ |
| <input type="checkbox"/> Videographer   | _____ |
| <input type="checkbox"/> Transportation   | _____ |
| <input type="checkbox"/> Ceremony decorations   | _____ |
| <input type="checkbox"/> Reception decorations  | _____ |
| <input type="checkbox"/> Visitor's guest book   | _____ |
| <input type="checkbox"/> Caterer  | _____ |
| <input type="checkbox"/> Wedding cake   | _____ |
| <input type="checkbox"/> Table centerpieces   | _____ |
| <input type="checkbox"/> Wedding favors   | _____ |
| <input type="checkbox"/> Candy Buffet   | _____ |
| <input type="checkbox"/> Rental of tent, equipment, etc. (if required)  | _____ |
| <input type="checkbox"/> DJ, band or musicians for reception  | _____ |
| <input type="checkbox"/> Accommodations for out of town guests  | _____ |
| <input type="checkbox"/> Welcome baskets  | _____ |



# *Sweet I Do's Package Listing*

## *A la Carte*

- Rehearsal dinner \_\_\_\_\_
- Marriage license \_\_\_\_\_
- Reception seating \_\_\_\_\_
- Gift Registry \_\_\_\_\_
- Collection of gifts \_\_\_\_\_
- Information on wedding etiquette \_\_\_\_\_
- Announcement of wedding in newspaper \_\_\_\_\_
- Thank you cards prepared and sent out \_\_\_\_\_
- Gifts for the bridal party/groomsmen and others \_\_\_\_\_
- Honeymoon planning \_\_\_\_\_
- Information on passports, visas and inoculations \_\_\_\_\_
- Vendor referrals \_\_\_\_\_
- Vendor negotiation and contract review \_\_\_\_\_



## *Sweet I Do's* *Design Package*

Our design package has been fashioned to help you create and develop your dreams. To ensure that the ideas you have, fit together to form a beautiful, once in a lifetime event.

Our design package can be added to our Gold and Platinum Packages for an additional fee.

All services provided in our design package are included in our Diamond Package.

Free initial consultation.

Two (2) additional meetings to gain insight into your dream event, the master plan and to present our storyboards (idea boards). Additional meetings available at an additional cost.

Work within your budget to give you the event that you have always imagined.

Connect the people, ideas and things to ensure a seamless tapestry that tells your story from beginning to end.

Custom storyboard with two (2) different options encompassing your colors, theme and ideas. Plus a few surprises!

Create the items in your dreams for a fraction of the cost (if possible). Extraordinary items may incur additional fees.

Handcrafted stationery package - including Save the Date, invitations, RSVP cards, Thank You cards, programs, place cards, etc.

Custom monograms to be used as you see fit, from stationery, to luminaries, to a lighted backdrop or a custom cake topper.

Custom silk or live floral packages.

Rentals.

Lighting and props.

Ceremony and reception décor.

Favors.

Recommend vendors and artists that can produce your ideas.

Additional services (not included in your Design Package price)

Coordination among all of the vendors/artists involved in your design creation.

Customized inspiration packet generated from your storyboard feedback.

Additional meetings.

Production specifications.

Production schedules.

Production costs.