

Aseelah Carter
Wedding
Planning
Services



support@momentsplanning.com

910.377.7668

Planning amazing weddings, Empowering healthy marriages!

Day of Coordinator Package

Got planning covered, just need help with the actual day? You need my Day of (which is more like Month of) Coordinator service. My team will run the show on the day of because you and I both know you have more to think about than moody family, late vendors and plus-oneZILLA's. Typically I will not have a hand in the planning of the wedding so I will have to be briefed two to four weeks prior to your big day depending on the size of the wedding.

My team will be there to:

- work with the officiant to make sure any and all religious parts of the ceremony are respected.
- let the wedding party and family members know what is happening and what order it is happening in
- make sure you get exactly what you want and have paid for from vendors
- making sure all decorations are in line with the vision and that the aesthetic is correct
- create, own, and modify the schedule as needed
- handle the unexpected.
- coordinate with your vendors
- help conduct the wedding rehearsal.
- make sure the wedding stays on track.
- work on the detailed schedule, timing
- RSVP & Invitation

*You're
Invited!*

Retainer of \$350 to reserve date

Day of Coordinator service is \$1100 to be day before wedding + your retainer fee.

Partial Planning Package

For those of you who want more of a hands on approach to your special day, this package is perfect. I provide assistance with coordinating your wedding day and it does include limited wedding day services.

Creating a wedding planning checklist

- Three pre-wedding consultations
- Supplying any needed vendor recommendations
- Vendor contract reviews
- Constructing a detailed wedding day timeline
- Negotiating + contracting any needed hotel room blocks
- Attendance at three final vendor meetings of your choice
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating your ceremony rehearsal

Week of the Wedding

- Final meeting and venue walkthrough with you to go over entire timeline
- Final walkthrough with core vendors, if necessary
- Email day-of timeline to all vendors and reconfirm 48 hours in advance
- Rehearsal coordination, including processional and recessional diagrams

Day of Wedding

- Oversee vendors arrivals, setup, and pickups
- Post timelines and diagrams in getting ready rooms
- Help you with following timeline, bustling, and any other help you need
- Provide essential "emergency" elements such as steamer, stain wipes, sewing kit, first aid kit, etc...
- Setup all escort cards, place cards, menus, programs, and favors
- Distribute balances and gratuities
- Conduct final sound and lighting checks prior to guest arrival
- Cue timeline for moments to include entrances, speeches, cake cutting, transitions in music etc...
- Aid guests with transitioning rooms and finding seats
- Collect gifts and personal elements such as cutting knives, ceremony items, veil, and cake topper & arrange delivery to client's room.

Retainer of \$500 to reserve date

Partial wedding planning service is 12% of your total budget
+ your retainer fee.

End to End Full Planning

This is the Full Service Wedding Coordination package for the couple who want a full-time professional overseeing every aspect of their wedding day or weekend. We do it all...you enjoy, period.

Pre-Wedding

- Wedding planning timeline preparation and creating a wedding checklist
- Establishing priorities, developing and tracking the budget
- Ceremony + reception venue location
- Vendor recommendations, negotiations and bookings
- Contract review
- Vendor management
- Creation and execution of a design scheme
- Assistance in ordering save-the-dates, wedding invitations and all printed materials
- Tracking of guest RSVP's
- Wedding favors & accessories
- Coordinating accommodations, transportation and child care
- Marriage License
- Etiquette information
- General advice and consultation
- Scheduled meetings and coordination time as needed
- Attendance at vendor meetings
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating the ceremony rehearsal

Day of Wedding

- Access to our team on-site allowing you to enjoy every moment of your wedding day without any worry of the details
- Directing the ceremony processional
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Acting as the point of contact for all vendors
- Assisting the family, wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Providing a stocked emergency kit
- Dealing with any unforeseen hiccups
- Coordinate load-out

Retainer of \$500 to reserve date

Full wedding planning service is 15% of your total budget + your retainer fee.

Destination Wedding Planning Package

Looking forward to that perfect destination wedding? I am a Travel Agent who specializes in Destination Weddings & Honeymoons. Whether it's on the beaches of Cancun or an Elvis themed wedding in Vegas, my goal is to make your destination wedding day come true.

- Help produce a realistic budget based on your needs and destination desires
- Choosing the perfect location and search for the best deals in the location.
- Work with a planner who is on location of your destination.
- Save dates sent to guest as much as eight months in advance to give as much time as possible for them to make travel arrangements so you have a good head count.
- Planning the perfect décor and small details
- Legalities to assure your wedding is in legal standing here in US if destination is abroad.
- Check to see if passports, visas or immunizations are needed.
- Help you obtain all legal documents such as passports etc
- Coordinating travel itinerary
- Create contingency plan for inclement weather or un foreseen bumps
- Constructing a detailed wedding day timeline
- Manage RSVP and guestlists
- Make vendor recommendations
- Negotiating + contracting any needed hotel room blocks
- Plan a home reception for family and friends who did not travel if desired.
- Plan dress transportation if you have a dress that is difficult to carry on a flight.

Just

Sparkle
on your day

Retainer of \$500 to reserve date

Destination wedding planning service fee to be discussed upon request.

A la carte Services

- RSVP tracking and reports
- Stylist services for gowns and tux selections
- Welcome bag design, create, and deliver
- Personal assistant on day-of
- Rehearsal Dinner coordination
- Day after brunch coordination
- 3D renderings of floorplan and design
- Custom silk flower bouquets & boutonnieres

Pricing upon Request



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I look forward

to our strategy session.
In life, everything great
begins with a solid
foundation. Planning is
the foundation for
every event!



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