



## ERICA LAUREN EVENTS

[www.ericalaurenevents.com](http://www.ericalaurenevents.com)

### Full-Service Planning \$6,500

With a passion to curate every detail of your wedding, Erica Lauren Events offers a full-service planning package that will guide each couple from the beginning to the end of the process with personalized attention and unlimited communication every step of the way.

Full, hands on wedding design assistance, every detail from start to finish

Assist with venue selection

Assist with vendor selection and provide preferred vendor lists

Manage and attend vendor meetings (if in Southern CA), otherwise virtually

Communicate with all vendors

Review of all vendor and venue contracts

Timeline development

On-Site walkthroughs when requested

Initial meeting with clients to discuss vision and any additional requested meetings

Continuous check-ins with vendors throughout wedding process

Help design floorplan and layout

Month of:

Work with all vendors on timeline - help oversee, draft timeline and email to all vendors

Discuss arrangements made with vendors and update timeline accordingly

Fill in missing pieces

Confirm contracts and payments with all vendors

One on-site walkthrough

Wedding Rehearsal:

Coordinate run through/order of bridal party entrance and exit

Coordinate with officiant to determine signals or cues to begin ceremony and relay to DJ/MC etc.

Communicate schedule and pertinent details to wedding party

#### Day of/Pre-Ceremony:

- Greet vendors and instruct them as to where to set up
- Oversee deliveries of rentals
- Work with DJ/band/MC to correctly pronounce the entourage and in the right order of introduction
- Ensure reception décor and tables are set up according to plan
- Review the final set-up before guests arrive
- Oversee flow of event including changing of location from ceremony to cocktails to dinner
- Facilitate on-time arrival for hair and makeup stylists
- Ensure that all personal flowers arrive on time for entourage/bridal party
- Ensure the photographer arrives on time and has the photo list
- Ensure florist has set up all ceremony floral arrangements
- Set-up programs and other ceremony decorations/items
- Ensure that ceremony musicians/DJ have arrived and direct them where to set up
- Ensure that ushers/groomsmen arrive on time and are ready to escort
- Line up entourage/bridal party for entrances down the aisle
- Cue ceremony musicians/DJ when bridal party is ready for their entrance down the aisle
- Guide and cue bridal party down the aisle
- Gather family and bridal party for pictures after the ceremony
- Transport any items from ceremony area to reception venue and store any items not needed for reception

#### Cocktail Hour/Reception:

- Ensure proper flow of cocktail hour, food and drinks and bring a tray to the bride and groom
- Help guests find their table/seat based on seating chart
- Encourage guests to take their seats at the appropriate time
- Line up the entourage/bridal party for their introductions
- Cue DJ/Band when to start introductions
- Cue band/DJ/photographer/videographer and family members of bride and groom when important events take place at the reception (first dance, family dances, cake cutting, toasts, etc.)
- Communicate with catering staff to confirm the food timeline and make sure all vendors get meals at appropriate time
- Distribute final payments/gratuities to vendors at the end of their service
- Collect gifts and personal décor and coordinate with designated family/friends to make sure they reach their destination
- Coordinate reception departure
- Assist vendors in coordinating tear down of event

\*Not to exceed 10 hours on wedding day, \$150 per each additional hour