

FULL PLANNING

Larissa Wedding Designs, LLC

Email larissaweddingdesigns@gmail.com for rates. Customized packages available.

- Full design consultation, coordination and execution (Includes the creation of a design board)
- A detailed budget (Allocating \$, tracking spending and balance due dates)
- Assistance with travel accommodations for out of town guests (setting up hotel blocks)
- This package is all-inclusive, all of your wedding planning needs from start to finish.
- Assistance with invitation selection and RSVP management
- Help with creating welcome bags for out of town guests (Assistance with curating bags but **not** actually creating the bags and delivering them)
- Vendor Recommendations & assistance with securing vendors
- Unlimited Venue visits, vendor meetings and email communication
- Review of vendor contracts before client signs
- Create a day-of timeline
- Create floor plans for the ceremony and reception
- Read through contracts (to make sure they are within contract with all vendors)
- One scheduled sit-down meeting (in addition to the initial consultation) BEFORE the 6 week window (usually done at the venue)
- Day-of coordination: "We are the first to arrive, last to leave" (ceremony and reception)

- Setup and breakdown all personal decor
- Includes planner + assistant
- Handle communication with vendors during 6 weeks leading up to wedding
- Relay final guest counts to all necessary vendors
- Ensure that rental order matches layout + all necessary items are rented
- Send final timeline and layouts out to all vendors 2 weeks prior to the wedding