

All About Events
Design | Planning | Management

The Full-Service Package includes, but is not limited to the following for all of your wedding events:

- Research, negotiation and contracting of the following vendors
 - Venue
 - Catering
 - Bar
 - Entertainment
 - Invitations
 - Officiant
 - Second Line Band
 - Second Line Permit, Route and Police
 - Décor, including floral, linen, lighting, candles, rentals as needed
 - Photographer/Videographer
 - Cake
 - Transportation for bride/groom and guests
 - Rehearsal dinner or any other events surrounding the wedding day
 - Favors
 - Welcome gifts (for hotels)
 - Hotel Room blocks and/or housing rentals
 - Kids' activities at the wedding and at any events surrounding the wedding day
 - Hair and Makeup trials/day-of services
 - Groom grooming services
 - Signage
 - After-Parties

- Coordination and Management of the all details above plus:
 - Design of wedding décor
 - Venue layout
 - Attendance at meetings on your behalf as needed
 - Budget management
 - Rehearsal and Ceremony management
 - Reception Management
 - Second Line Management
 - Timeline of the day for vendors
 - Timeline of the day for family
 - Wedding website
 - Addressing and Mailing of invitations
 - RSVP collection and tracking
 - Catering Coordinator to advise and assist in menu and bar selections
 - Wedding programs
 - Second Line handkerchiefs and umbrella
 - Guest activities

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- Coordination and Management of the all details above plus (continued):
 - Tuxedos/Suits for groom and groomsmen
 - Dresses for bridesmaids
 - Day-of vendors
 - Deadline and Due Dates Google Calendar with online access
 - Drop Box Share File with online access
 - Invoices and receipts for All About Events payments
 - “Remind” one-way texting for communicating with guests on the wedding weekend (for example, “the bus has arrived at your hotel!” or “meet the bride and groom at Pat O’s for drinks at 8pm!”)
 - Acceptance and storage of supplies leading up to the wedding day
 - Wedding Day inventory of personal items
- Included All About Events staffing that will be used for your event and the time leading up to it would be as follows
 - One Event Manager
 - One Event Assistant
 - One Catering Coordinator
 - One Administrative assistant
 - One Book Keeper
 - Additional staffing, approved by the client, may be required pending scope of work and finalized details.
- Communication with Carolyn will include:
 - Unlimited Email
 - Unlimited phone calls/text messages/FaceTime or Video calls
 - Site visits as-needed