



Splendid

WEDDINGS & EVENTS, LLC

Certified Wedding and Event Planner: Sandra Alvarez

FULL PLANNING

- Help with venue selection
- Manage budget
- Menu and tasting assistance
- Unlimited consultations via phone and email
- Event design, and décor
- Contract and proposal review
- Arrange and attend vendor appointments on your behalf, as necessary
- Vendor research and referrals according to your style and budget
- Assist with selecting save-the-dates, invitations, programs, and other printed items
- Assistance with invitation + stationery wording
- Assist with selection of favors, bridal party gifts, etc.
- RSVP tracking
- Negotiate hotel room blocks
- Transportation arrangements
- Creation of floor plan layout for ceremony + reception
- Contact all vendors for arrival times + to confirm details + go over contract items, load-in, set up + tear down procedures
- Day-of timeline for distribution to vendors and wedding party one week prior to event
- Distribute Hotel Welcome Bags and any other wedding errands leading up to wedding day
- Creation of Wedding Timeline
- Creation of DJ Timeline
- Contact of all vendors for arrival times, to confirm details and go over contract items, load-in, set up and tear down procedures
- Distribute timeline to vendors and wedding party
- Direct Ceremony Rehearsal
- On Site event coordination (early arrival to start of event)
- Coordinate the arrival time of bridal party and guests at the ceremony

Planning | Design | Coordination

(p:) 312-928-9120

(e): info@splendidweddingsandevents.com

(w): www.splendidweddingsandevents.com

(fb): www.facebook.com/splendidweddingsandevents



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- Coordinate processional, recessional and ceremony program
- Coordinate wedding party exits and help with family/group photo session until arrival at the reception
- Make sure setup/ decor, rental equipment, special delivery for the event are according to the client's specifications
 - Welcome guests and direct them to their table
 - Collect and store any small decor and personal items during week of the wedding
 - Coordination and supervision of all aspects on day-of from start to finish
- Communication with all vendors and supervise the delivery of products and services
 - Set up of any personal items and small décor
 - Ensure design and overall set up reflects client's vision
 - Distribution of all final payments or gratuities to vendors
 - Any tear down and clean up of personal items and décor
 - One Assistant for guest counts up to 100.
- Additional Assistant for guest counts over 100 will be added for an additional cost.

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