

Full Wedding Planning

Full wedding planning and coordination is a premium, peace of mind service that assists a couple with all the big and small wedding details from start to finish. A terrific option for busy professionals, destination weddings or anyone looking for exclusive, personalized service during this emotional and often overwhelming time. We work with the bride and groom on every detail from conception to completion with unlimited creative and logistical communication between The Wedding Haven, the clients and all hired vendors, including all correspondence, meetings and negotiations.

***The full service package also encompasses all services listed on the month of / day of coordination package.**

This package includes:

Pre-Planning:

- Initial meeting to discuss your plans including expectations and vendor contracts
- Unlimited consultations
- Unlimited contact by phone or e-mail
- Detailed itinerary outlining all events for your day and distribution to all wedding vendors and wedding party members
- Comprehensive venue search – recommendation, research, analysis, visits and contract review
- Budget preparation, allocation, recommendations
- Recommendation for all vendors, attendance of vendor meetings, facilitation of vendor bookings
- Advice on wedding etiquette and stationary wording
- Sourcing unique items/services
- Recommendations on where to shop for wedding attire and accessories
- Theme and style development for a comprehensive look, including colours, design, rentals and decorations
- Creation of wedding day documents to distribute to vendors, helpers and wedding party
- Wedding planning spreadsheet with month to month to do list to assist in planning

Ceremony:

- Placement of programs and ceremony items
- Ceremony rehearsal attendance and supervision to ensure all parties understand their role and responsibility
- Review any special seating arrangements with ushers
- Ensure delivery and distribution of all bouquets, boutonnieres, corsages, etc.,
- Coordinate bridal party procession
- Cue musicians
- Behind-the-scenes assistance in orchestrating your ceremony schedule
- Assistance throughout the day to ensure the program runs smoothly and all your plans are carried out
- Assistance at the ceremony and for set up until the start of dinner
- Distribution of vendor payments

Reception:

- Ensure all tables, chairs, flowers, linens, table settings are set up accordingly
- Placement of gift table, favours and seating cards
- Supervise set up of decor, DJ, musician, catering etc., Will act as your spokesperson to ensure all your needs are met
- Audio equipment check for speeches and run of flow to ensure your entrance is in place
- Review timeline with DJ or master of ceremonies (Includes: arrival and entrance, first dance, toasts, bouquet toss and cake cutting)
- Greet any last minute guests and ensure they find their seat
- Access to Bridal Emergency Kit (Includes items like stain remover, sewing kit, Advil)

Pricing:

No two events are alike therefore our fees are tailored to the size and magnitude of the wedding. Please contact us for pricing and to book your free initial consultation.