two BE wed

Packages

WEDDINGS & EVENTS | CONSULTING & DESIGN

OPTION I

"Too Good Two Be True"

FULL PLANNING PACKAGE

If there's ever been a special occasion for someone to wait on you hand in foot, it's your wedding, right?! You are recently engaged- a savvy and stylish girl who wants nothing short of a jaw-dropping wedding. But you don't know where to begin, and you don't have time to figure it all out, let alone plan this mind-blowing event yourself! Share all your wedding dreams with us, participate as you wish, and soak up the rest of your engagement season – as stress free as possible. The creative experts behind TwoBeWed will help you define your style and achieve your idea of a perfect wedding.

PLANNING

- Unlimited personal consultations for meetings and vendor consultations
- Unlimited consultations via email or phone
- Wedding planning binder to organize contracts, magazine inspiration & miscellaneous information
- Preparation and allocation of budget
- Manage budget and provide client with updates on monies spent
- Provide wedding planning timeline and maintain schedule for meetings, deadlines, and vendor payments
- Schedule, coordinate, and attend all meetings with wedding vendors
- Bridal style assistance with wedding gown, jewelry, accessories, hair, make-up, and recommendations for boutiques and stylists
- Venue Research- locate venues, correspond with venue manager, schedule appointments, and attend tours
- Vendor recommendations suitable to client's budget and taste to include: photographer, videographer, caterer, bar catering, band and/or DJ, florist, cake designer, stationer or invitation designer,

and all other wedding professionals

- Read and oversee all contracts executed by the client with wedding professionals
- Negotiate contracts, promotions, and discounts with wedding professionals
- Complete Style and Design planning to include a design board
- Wedding style consultation to review ideas for the wedding day- save the dates, invitations, stationery items, floral and décor, linens, lighting, bride and groom's cakes, cuisine, favors, and other miscellaneous details
- Assistance with designing and providing wording for save the dates, invitations, announcements, ceremony programs, and other wedding related stationery
- Assistance with ordering save the dates, invitations, escort cards, place cards, table numbers, menu cards, and other stationery needs
- Create floor plan and overview set-up logistics
- Seating arrangement assistance
- Assist with selecting catering and beverage menus
- Arrange transportation and hotel accommodations for wedding party and out of town guests
- Create master itinerary to be reviewed and approved by client- including schedules for vendor set-up, hair and make-up, and ceremony and reception activities.
- Provide itinerary to the bridal party and select vendors participating in day-of activities
- Discuss reception activities with vendors involved
- Finalize all remaining vendor payments
- Etiquette advice for need to know/sticky situations

REHEARSAL DINNER PLANNING (OPTIONAL)

- Venue Research- locate venues, correspond with venue manager, schedule appointments, and attend tours
- Assist with menu selection
- Correspond with venue catering manager on food and beverage order
- Complete Style and Design planning to include a design board
- Vendor recommendations for invitations, floral and décor, entertainment, and misc. services
- Assistance with selecting and ordering invitations, escort cards, place cards, table numbers, menu cards, and other stationery needs
- Assist with wording on invitations
- Choose entertainment and discuss music playlist
- Organize transportation for out of town guests to the venue (if necessary)
- Assist with seating chart, if necessary
- Present ideas and select favors for guests
- Create an itinerary for day-of execution
- Email itinerary to client and all participating vendors
- Correspond with selected vendors for set up and break-down

DAY-OF REHEARSAL DINNER EXECUTION (OPTIONAL)

- Oversee set-up for rehearsal dinner
- Greet and direct vendors upon arrival
- Artfully display menu cards, place cards, and guestbook
- Full coordination of rehearsal dinner from set-up to break-down
- Cue speeches and toasts
- Oversee food and beverage service
- Coordinate with photographer to take family and guest pictures
- Coordinate slideshow with photographer if necessary
- Deliver checks/payments/gratuities to necessary vendors
- Schedule return of rentals and décor pick-up from venue

WEDDING REHEARSAL

- Delivery of out of town guest gift baskets and wedding weekend itinerary
- Coordination at the wedding rehearsal with the wedding party
- Email timeline and important instructions to wedding party

WEDDING DAY

- Complete wedding day coordination from set-up to break-down
- One additional assistant on location
- Provide Bridal Emergency Kit-custom preparation kit for the unexpected
- Organize bridal party flowers and pin corsages and boutonnieres
- Provide direction of ceremony procession & activities to family, wedding party, readers, house party, ushers, musicians, and officiant
- Delivery of all wedding day accessories to include readings, guestbook, programs, unity candle, flower-girl basket, and all other misc. accessories
- Greet vendors and oversee the set-up of the ceremony and reception
- Assist photographer and organize wedding party and family members for pictures
- Bustle Bride's dress and freshen up make-up throughout the event
- Cue the members of band or DJ throughout the reception activities
- Orchestrate the Grand Entrance, First Dance, First Welcome/Toast, Prayer/Blessing, Father/ Daughter Dance, Mother/ Son Dance, Toasts, Cake Cutting, Bouquet and Garter Toss (optional), Last Dance, and Grand Exit
- Coordinate with vendors for pick-up and break-down schedules
- Gather personal items from Bride's dressing room and put them in the getaway vehicle
- Gather gifts, toasting flutes, cake serving pieces, guest book, portraits, and all other wedding day accessories and return them to a designated person
- Return cake plateau and miscellaneous accessories to specified vendors

OPTION II

"Two is Better than One"

A CUSTOMIZED PARTIAL PLANNING SERVICE

TwoBeWed designed a partial planning service for the bride who is busy about life and desperately wants a coordinator, but needs to stay within a specific budget. Planning a wedding is stressful for anyone, especially the working girl! This service allows you to plan your wedding while enjoying the security of having our expert advice and guidance from start to finish. You can choose up to 10, 15, 20, or 25 hours of consultation to include any of the services included in the full planning package. You can choose when, what, and how you need assistance and where you want to use our expertise. Rehearsal dinner planning is optional and day-of execution is included in this service.

OPTION III

"Two By Two"

A DAY-OF PLANNING SERVICE

You're the girl who has been planning her wedding since she could act it out with her doll collection. A capable bride, a girl with a plan, and you know what you want! Fortunately, you also have realistic expectations of the planning process and the amount of effort required to pull off a seamless wedding event. That's where we come in. Two Be Wed vows to execute your wedding the way you've envisioned and planned it to be so when the day finally arrives you can be the bride, not the planner, you've always dreamed of being.

PLANNING

- Unlimited contact via email and phone
- Two consultations prior to the wedding
- Review and become familiar with wedding day plans and activities
- Floor plan overview at the venue
- Transportation schedule for out of town guests
- Assistance with ceremony program wording, printing, and delivery
- Create master itinerary to be reviewed and approved by client- including schedules for vendor set-up, hair and make-up, and ceremony and reception activities.
- Provide itinerary to the bridal party and select vendors participating in day-of activities
- Discuss reception activities with vendors involved
- Finalize all remaining vendor payments
- Etiquette advice for need to know/sticky situations
- Correspondence with vendors selected to establish timeline for delivery and set-up
- Seating arrangement assistance, if necessary
- Hair and Make-up schedule

WEDDING REHEARSAL PLANNING

- Delivery of out of town guest gift baskets and wedding weekend itinerary
- Coordination at the wedding rehearsal with the wedding party
- Email timeline and important instructions to wedding party

WEDDING DAY

- Complete wedding day coordination from set-up to break-down
- One additional assistant on location
- Provide Bridal Emergency Kit-custom preparation kit for the unexpected
- Organize bridal party flowers and pin corsages and boutonnieres
- Provide direction of ceremony procession & activities to family, wedding party, readers, house party, ushers, musicians, and officiant

- Delivery of all wedding day accessories to include readings, guestbook, programs, unity candle, flower-girl basket, and all other misc. accessories
- Greet vendors and oversee the set-up of the ceremony and reception
- Assist photographer and organize wedding party and family members for pictures
- Bustle Bride's dress and freshen up make-up throughout the event
- Cue the members of band or DJ throughout the reception activities
- Orchestrate the Grand Entrance, First Dance, First Welcome/Toast, Prayer/Blessing, Father/ Daughter Dance, Mother/ Son Dance, Toasts, Cake Cutting, Bouquet and Garter Toss (optional), Last Dance, and Grand Exit
- Coordinate with vendors for pick-up and break-down schedules
- Gather personal items from Bride's dressing room and put them in the getaway vehicle
- Gather gifts, toasting flutes, cake serving pieces, guest book, portraits, and all other wedding day accessories and return them to a designated person
- Return cake plateau and miscellaneous accessories to specified vendors

OPTION IV

"Let's Get Two-gether"

STYLE AND DESIGN PLANNING PACKAGE

You have the lock and we have the key. This package is for the bride who wants to collaborate on the style and design with an expert. Whether your venue already provides a day-of coordinator or your friend is saving the day you need assistance with the nitty gritty of making design decisions. We delight in helping you select all the visual elements that make your event so you. From ambiance and color to texture and pattern- the materials we choose together will create a seamless identity and branding for your event. Our inspirational style and design consultations will unlock your vision and bring together the look and feel of your big day.

PLANNING

- 15 hours of Style and Design consultation
- Style and Design "field trip" to establish color palette- creative consultation
- Provide design board and present ideas for all décor elements to include save the date, invitation suite, stationery, floral, décor, linens, lighting, cake, cuisine, calligraphy, favors, and miscellaneous accessories
- Recommend vendors suitable to bride's taste and budget
- Assistance with designing and providing wording for save the dates, invitations, announcements, ceremony programs, and other wedding related stationery
- Assistance with ordering save the dates, invitations, escort cards, place cards, table numbers, menu cards, and other stationery needs
- Schedule and attend floral design appointments
- Assist with selecting table linens, napkins, and various rentals
- Schedule and attend the final floral sample consultation to approve tabletop details
- Read and oversee all contracts executed by the client with wedding professionals
- Negotiate contracts, promotions, and discounts with wedding professionals

OPTION V

"Take Two"

PHOTO SHOOT STYLING – FOR ENGAGEMENT, BRIDAL, & DAY-AFTER WEDDING SESSIONS

Capture the essence of this once in a lifetime season of your lives and let us design the backdrop of your memory. We will create a little slice of perfect and a fore-shadowing of the amazing journey ahead.

- Brainstorming session on theme or storyline
- Present a design board for the photo shoot
- Resource and recommend rental items and props
- Assist with selecting wardrobe and accessories
- Create day-of itinerary for photo shoot
- Set up vignette on location
- Assist the photographer with style of shots
- Provide refreshments and snacks at the shoot

ADDITIONAL A LA CARTE PLANNING SERVICES

- Engagement Party
- Bridal Shower and Luncheon
- Rehearsal Dinner
- Post Wedding Day Brunch
- Invitation RSVP Management
- Hospitality Suite Management
- Wedding Invitation Assembly
- Welcome Bags- Design, Purchasing, Assembly, and Delivery
- Hourly consultations
- Style and Design Consultation