



VIRGINIE

WEDDING PLANNING & DESIGN



- ENGAGEMENT CELEBRATION
- PHOTOGRAPHER
- MAKE-UP / HAIR DRESSER

- THEME / CONCEPT
- VIDEOGRAPHER
- KOSHA DESIGN

- BUDGET
- FLORAL DESIGN
- ENTERTAINMENT

- BRIDAL GOWN
- WEDDING BANDS
- THE CAKE

PLANNING & PREPARATION

- . Planning Consultations/Sessions
- . Menu Tasting & Details Meeting with Hotel/Caterer
- . Continuous recommendations or suggestions via phone or e-mail
- . Assist with event floor plan
- . Create detailed wedding day timeline for vendors and wedding party
- . Ceremony planning & reception planning
- . Review event order/banquet event order from hotel/caterer
- . Etiquette advisement
- . Receive all personal items for ceremony & reception (i.e. place cards, guest book, toasting glasses, cake cutter, favors, etc)

WEDDING DAY SERVICES

- . Wedding Day Director (full day coverage)
- . Setup supervision, overall management of wedding ceremony and reception
- . Assist wedding party with attire
- . Manage the timing of the event with wedding party, family members and vendors
- . Setup personal items as per instructions for ceremony & reception
- . Final inspections on setup, seating placements/count, table/place cards, décor, etc
- . Greet guests and assist with seating arrangements
- . Attend to guests needing special assistance
- . Coordinate with musicians on ceremony song selections
- . Cue ceremony
- . Coordinate transport of gifts and personal items into designated car or hotel room with Groomsmen

VENDOR SELECTION & COORDINATION

- . Review vendor contracts, deposits & payments
- . Request and obtain copies of insurance certificates if required by venue
- . Create vendor list with contact information, setup & strike times & provide to all necessary parties
- . Distribute detailed setup & strike instructions
- . Distribute wedding day timeline for vendors
- . Distribute driving directions and maps
- . Send final confirmations to vendors by e-mail & phone (1 week prior)

ADDITIONAL SERVICES ON REQUEST

- . Additional Day of Coordinators
- . Assist with out-of-town guest accommodations (hotel, transportation)
- . Create and distribute directions, timelines and visitor activities packet for out-of-town guests
- . Assemble and deliver guest welcome bags/baskets at hotel(s)
- . Plan activities for out of town guests, day after brunch arrangements
- . Honeymoon arrangements

VIRGINIE WEDDING PLANNER
DUBAI - UAE

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