



***I DREAM OF DIAMONDS (IDOD)
SERVICES***

Partial Planning

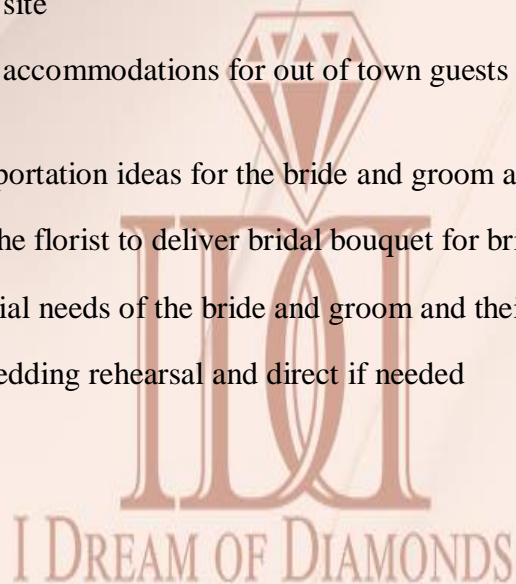
\$500

This wedding package is designed for couples who need assistance during the planning phase of their wedding.

I Dream of Diamonds planner will guide you through all of the pre-wedding planning of your wedding, to ensure that you have executed all important factors that could potentially hamper the most enjoyable day of your life.

- PHASE 1: PRE- WEDDING PLANNING
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- Meet with the Bride and Groom to discuss their dream day
- Create a budget based on agreed upon amount
- Create a budget distribution so that the dollars are spent in the areas that are important to the bride and groom
- Develop a calendar of events to determine tasks that need to be accomplished with established timelines
- Present a vendor and service list in keeping with the clients' needs and desires
- Set and arrange all vendor appointments
- Accompany client to all appointments as requested by the client
- Negotiate and review all vendor contracts
- Maintain a file with all vendor contracts
- Maintain on-going contact with all vendors that are participating in the wedding
- Create a schedule for vendor payments
- Assist in the development and creation of wedding plans i.e. florist, design, lighting etc.
- Coordinate all aspects of the wedding planning
- Assist with the floor plan for the reception
- Assist and create a menu with the reception venue
- Attend the tasting for final menu selection
- Assist with any rentals that are required

- Set up appointments to preview band /music and entertainment vendors
- Set up and attend cake-tasting appointments
- Set up photography appointments for engagement photos and bridal portrait
- Assist with bridal dressing on the day of the portrait if available
- Assist the groom with the tuxedo selection if desired
- Set up the meeting to select wedding invitations and other wedding stationary
- Select a calligrapher for wedding invitations if so desired
- Assist in the selection of escort cards, table numbers, guest book and pen
- Assist in the selection of ceremony music
- Develop a wedding day timeline for the bride, groom and their families
- Assist with developing an itinerary for the wedding party, distribute at the rehearsal
- Create a vendor list and timeline that will be distributed to all participating vendors and services involved with the wedding
- Meet at the reception site 4 weeks prior to the wedding to review all the wedding reception details with the site coordinator
- Contact all vendors 1 week prior to the wedding to review again any last minute details or changes
- Review all the details and items that need to be brought to the ceremony site and the reception site
- Present hotel accommodations for out of town guests (max. 3 hotels) for room blocks
- Present transportation ideas for the bride and groom and out of town guest
- Arrange for the florist to deliver bridal bouquet for bridal portrait
- Address special needs of the bride and groom and their families
- Attend the wedding rehearsal and direct if needed



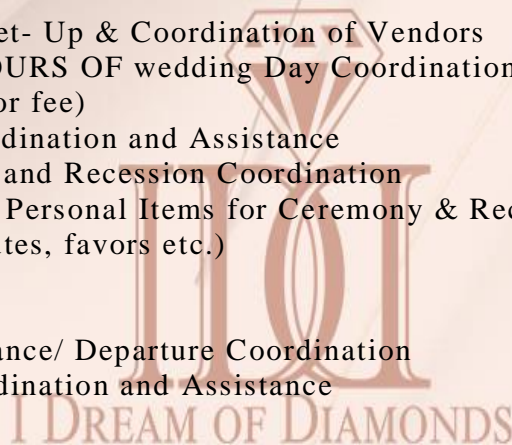
Month- of Coordination

\$675

This package is designed for couples who need assistance during the last two months of their wedding planning (the busiest time).

After your initial consultation, two months prior to your wedding, I Dream of Diamonds consultants will complete any unfinished wedding plans. On your wedding day, we'll be your direct line of communication for family, the wedding party, guests and vendors. We'll conduct the ceremony and reception according to your specifications so your day is flawless. I Dream of Diamonds Coordinator(s) will guide your vendors through set up according to your timeline. This package is ideal for the couple who wants to plan their own wedding, but step back and enjoy their last month of engagement.

- PHASE 1: PRE- WEDDING PLANNING
 - Complementary One Hour Consultation to Discuss Design and Budget
 - Wedding Day Design Guidance in Areas You Still Have Left to Complete
- PHASE 2:
 - Service Begin Eight Weeks Prior to Wedding Date
 - I Dream of Diamonds Coordinator and One Assistant on Your Wedding Day
 - A One Hour Site Inspection at Ceremony and Reception venue
 - Personalize Timeline of Schedule Wedding Events
 - Contact and Confirm All Hired Vendors and Distribute Wedding Agenda to Each Vendor
 - Unlimited Communication Via Email or Phone
 - Ceremony Rehearsal Coordination up to 1 ½ hours
- CEREMONY
 - Location Set- Up & Coordination of Vendors
 - Up to 8 HOURS OF wedding Day Coordination (additional hours available for fee)
 - Guest Coordination and Assistance
 - Procession and Recession Coordination
 - Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors etc.)
- Reception
 - Grand Entrance/ Departure Coordination
 - Guest Coordination and Assistance

**I DREAM OF DIAMONDS**

- Location Set –Up & Coordination of Vendors
- Post Reception Clean- up (secure personal items, facilitate transportation, etc.)



DAY- OF COORDINATION

\$575

The I Dream of Diamonds “Day-Of” Wedding Coordination service is designed for the couple who have completed all their wedding plans and want a professional to execute these plans on their wedding day. Our day of wedding planning service begins four weeks out.

We tie any loose ends so you will be at ease. We will conduct the ceremony and reception according to your plans and specifications so that your special day is flawless. On your wedding day, we will be your direct line of communication for family, the wedding party, guests and vendors. Our team will communicate with and guide your vendors for set up according to your timeline

- PHASE 1:
 - Meet with Bride to sign an agreement for wedding services
 - Obtain a vendor list and all signed contracts from client for services being provided at the wedding ceremony and reception.
 - Meet with the bride 6-8 weeks prior to the wedding to develop a timeline for the wedding weekend.
 - Meet with the bride at the reception site if possible to review all wedding weekend details.
 - Distribute wedding vendor timelines and bride timeline to all participating vendors 1 month prior to the wedding.
 - Distribute a wedding party itinerary at the rehearsal.
 - Contact ceremony site to review wedding day timeline
 - Review all ceremony site guidelines with participating vendors.
 - Contact all the vendors’ 4 weeks prior to the wedding and then again 1 week prior to the wedding to confirm all set up times.
 - Review all items that need to be brought to the wedding ceremony and reception site.
 - Attend the wedding rehearsal and direct rehearsal upon request.
 - Meet bride at the ceremony site to assist in getting her dressed for the ceremony and photos.
 - Make sure that all floral arrangements are properly set up for the wedding.

- Go to the reception site to make sure that the reception site is set up properly and is ready to receive guests upon their arrival.
- Review details with Catering Manager
- Set up bridal portraits
- Set up place cards
- Set up engagement photographs
- Set up guest book and pen
- Make sure that favors are distributed
- Make sure that guest tables are arranged properly
- Make sure that the bathrooms are cleaned
- Review the timeline with the Band or DJ
- Review the timeline with the captain of the reception site
- Assist the photographer with the family photos so that they are done in a timely manner
- Make sure that the bride and groom are transported to the reception site from the ceremony site.
- Make sure that flowers are transported to the reception site.
- Greet bride at the reception site.
- Follow timeline provided and make changes only when approved by the bride or groom.
- Coordinate all participating vendors keeping them abreast of the timeline and scheduled activities.
- Keep bride and groom informed of sequence of events.
- Check with photographer to make sure that requested photos have been taken.
- Assist the bride and groom until the conclusion of the wedding reception.
- Make sure that the parents of both bride and groom are taken care of during the reception.
- Pack up all items brought to the reception site such as toasting glasses, cake knife and server, etc.
- Supervise the packing up of the top layer of cake and cake topper.
- Make sure that all gifts and personal items are distributed to the appropriate people.

