

FULL PLANNING

ODYSSEY EVENT DESIGNS

| PLANNING |

OPEN COMMUNICATION VIA PHONE, TEXT AND/OR EMAIL UPON SIGNING OF THE CONTRACT

FULL DESIGN | DEVELOPMENT OF OVERALL DESIGN + CREATION OF VISION BOARD

MONITOR WEDDING BUDGET + FULL ACCESS TO GOOGLE PLANNING SPREADSHEET

THREE PRE-WEDDING CONSULTATIONS

ASSISTANCE IN SECURING FULL VENDOR TEAM

VENDOR CONTRACT REVIEW

DEVELOPMENT OF DETAILED TIMELINE AND VENUE LAYOUT

RENTAL BOOKING ASSISTANCE

DIGITAL DESIGNS FOR ANY WEDDING RELATED SIGNAGE AND/OR PAPER PRODUCTS INCLUDED WITHIN FULL PLANNING PACKAGE

50% DISCOUNT OFF ANY DECOR RENTALS AND LIGHTING SUPPLIED BY ODYSSEY EVENT DESIGNS

TRAVEL TO AND FROM VENUE FOR ONE SITE VISIT

| PRE-WEDDING |

ACT AS SECOND POINT OF CONTACT FOR ALL VENDORS FROM BOOKING TO PLANNING

DIRECT POINT OF CONTACT FOR ALL VENDORS FOUR WEEKS PRIOR TO WEDDING

ONE SITE VISIT TO REVIEW LAYOUT, FLOOR PLAN, DÉCOR AND OTHER RECOMMENDATIONS

CONFIRMING ALL FINAL DETAILS AND TIMELINE WITH THE APPROPRIATE VENDORS THREE WEEKS PRIOR TO THE WEDDING

| ONE-DAY PRIOR |

REHEARSAL CEREMONY COORDINATION

PENDING VENUE RESTRICTIONS OUR TEAM WILL ALSO BEGIN FULL EVENT SETUP FOLLOWING THE REHEARSAL CEREMONY

*REHEARSAL DINNER COORDINATION IS NOT INCLUDED WITHIN OUR FULL PLANNING PACKAGE.

COORDINATION OF THE REHEARSAL MAY BE ADDED ON UP TO TWO WEEKS PRIOR TO YOUR WEDDING DATE.

| WEDDING DAY |

UP TO FOURTEEN HOURS OF ON-SITE SERVICE ALLOWING YOU TO ENJOY EVERY MOMENT OF YOUR WEDDING DAY - ADDITIONAL HOURS

MAY BE ADDED ON UP TO TWO WEEKS PRIOR TO YOUR WEDDING DATE AT A RATE OF \$100 PER HOUR.

DAY-OF VENDOR MANAGEMENT | ENSURE ALL VENDORS ARRIVE, ARE SET UP PROPERLY, VERIFY THEIR TIMELINES

DAY-OF DECOR SET-UP FOR BOTH CEREMONY & RECEPTION VENUES

COORDINATION OF CEREMONY, COCKTAIL HOUR & RECEPTION

SERVE AS THE LIAISON BETWEEN VENDORS & SOLVE ANY LAST-MINUTE OBSTACLES

DIRECT THE CEREMONY PROCESSIONAL

SETUP ANY REQUIRED ROOM FLIPS

DISTRIBUTION OF FINAL PAYMENTS AND/OR TIPS TO APPLICABLE VENDORS

END OF WEDDING EVENING |

RE-BOX ALL PERSONAL BELONGINGS

ENSURE ALL RENTAL EQUIPMENT IS ORGANIZED AND READY FOR PICKUP

xoxo

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