

# Beau Weddings & Events

## Premier Event Package

For those who need not just the creative assistance from their event planner, but also requires the management of the entire planning and management process from the beginning of the event through the big day. All details are managed by Beau Weddings & Events to ensure a smooth and successful event.

### ***Price available upon consultation***

- ◆ Initial one (1) hour consultation - free
- ◆ Detailed budget planning, tracking and management of payment schedules
- ◆ Creative consultation – style, design and desires
- ◆ Wedding calendar and schedules
- ◆ Assistance with vendor selection and management
- ◆ Accompaniment to all vendor meetings – catering, venue location, floral, photography, bridal...
- ◆ Finalization detail meetings with all vendors and hosts
- ◆ Wedding or Event day detailed itinerary
- ◆ Floor plan and seating chart design and assistance
- ◆ Wedding rehearsal coordination
- ◆ Assistance with rehearsal dinner location venue selection and management
- ◆ Assistance with coordination/bookings of bridal/groom day of breakfast/brunch activities ie; golf, massages and day after brunch if needed
- ◆ Concierge Assistance with hotel room blocks, travel and transportation assistance, gift bags/baskets
- ◆ Collection of items for use on the day of the event/wedding: (guest book, votives, programs, place cards, etc.)
- ◆ Two-three event managers for the day of your event
- ◆ Supervision, Coordination and Management of the entire days event – morning to evening/makeup to departure from the wedding reception or event
- ◆ Event Emergency Kit