

# KARMA GODDESS

## Event Planning & Design



### Full Service Package:

- ❖ Determine goals of couple/ establish budget
- ❖ Reserve ceremony & reception sites
- ❖ Help with selection of remaining vendors
- ❖ Attend all consultation appointments with the following vendors
  - Caterer
  - Wedding Cake
  - Invitations
  - Florist
  - Ceremony Musicians
  - DJ or Band
  - Officiant
  - Photographer
- ❖ Arrange all rental equipment
- ❖ Make final reservations, deposits and contracts with vendors
- ❖ Send itinerary, maps and information to all wedding attendants & vendors
- ❖ Inform wedding party about rehearsal logistics

### Rehearsal

- ❖ Attend & coordinate for ceremony
- ❖ Review all duties with each bridal party member
- ❖ Give ushers a list of guests to be seated in reserved seats

### Wedding Day

- ❖ Call the bride to reassure her that everything is running smoothly
- ❖ Check with ceremony & reception site, Supervise set-up of facilities
- ❖ Make sure all vendors receive final payment
- ❖ Check supplies at guest book and gift table
- ❖ Direct musicians to start prelude, check for arriving guests before ceremony begins
- ❖ Direct vendors during the ceremony and reception
- ❖ Place all accessories in proper places & arrange for them to be picked up by the assigned person at the end of the event
- ❖ Keep activities on schedule
- ❖ Handle all situations that may arise
- ❖ Pack emergency wedding kit
- ❖ Act as communication liaison between vendors