



## Chic Productions Detailed Program Comparison

	Wedding			
	Management <u>Express</u>	Wedding Management	Wedding Directing	Wedding Production
<b>In Person Planning Meetings or Conference Call Sessions</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>6</b>
Each package includes unlimited e-mails and brief telephone conversations (up to 10 minutes each) in addition to meeting time				
<b>Meeting options include (but are not limited to):</b>				
Concept Meeting (vision, personal style, planning needs), Details Meetings, Spending Plan Meeting, Design Meetings*, Vendor Selection Meeting				
Wedding Directing and Wedding Production Programs also include meetings with vendors (see below)				
<b>Planning &amp; Coordination</b>				
Custom checklists and reminders	-	✓	✓	✓
Create financial plan for the wedding celebration	-	-	✓	✓
Create a payment schedule based on the financial plan & contracts	-	-	✓	✓
Research & locate ceremony & reception locations	-	-	✓	✓
Arrange venue tours	-	-	✓	✓
Refer and set appointments with pre-screened wedding professionals	-	-	✓	✓
Refer pre-screened wedding professionals for you to set appointments	-	✓	✓	-
Attend vendor meetings for all design related vendors	-	-	✓	✓
Attend all vendor meetings	-	-	-	✓
Event Design Plan	-	-	✓	✓
Reserve rentals	-	-	✓	✓
Assist with selection and verbiage of all wedding stationery	-	-	✓	✓
Assist with creating a wedding website	-	-	-	✓
Attend menu selection meeting with you and the caterer or catering/ banquet manager	✓	✓	✓	✓
Attend an on-site walkthrough of the venue(s)	✓	✓	✓	✓
Etiquette advisement	-	✓	✓	✓
Reserve transportation	-	-	-	✓
Research accommodations for out-of-town guests	-	-	-	✓
Set-up room blocks at hotel to accommodate out-of-town guests	-	-	-	✓
Make reservations for the rehearsal dinner location	-	-	-	✓
Marriage License Information	✓	✓	✓	✓
Checklist of personal items needed for wedding day	✓	✓	✓	✓
Bride's Binder to keep you organized	-	-	-	✓
Final "Cross Check" and confirmation between the BEO (Banquet Event Order) or GDR (Group Detail Report), vendor contracts and the master timeline	✓	✓	✓	✓
<b>Wedding Team Coordination</b>				
Review contracts for all Wedding Team members	✓	✓	✓	✓
Review Wedding Team deposits and payments	-	-	✓	✓
Distribute detailed timeline to Wedding Team	✓	✓	✓	✓
Distribute detailed set-up and strike instructions to Wedding Team	✓	✓	✓	✓
Distribute driving directions and maps to Wedding Team	✓	✓	✓	✓
Make final confirmations with Wedding Team via e-mail or telephone (1 week prior)	✓	✓	✓	✓
Communicate final head count to appropriate parties (10 days prior)	✓	✓	✓	✓
<b>Wedding Celebration Timeline</b>				
Create a comprehensive timeline for the entire Wedding Celebration Day	✓	✓	✓	✓
Ceremony timeline	✓	✓	✓	✓
Reception timeline	✓	✓	✓	✓
Itinerary for bridal party & family	✓	✓	✓	✓
Transportation schedule	✓	✓	✓	✓
Photography schedule	✓	✓	✓	✓
<b>The Rehearsal</b>				
Direct rehearsal	✓	✓	✓	✓
Review seating plan with ushers	✓	✓	✓	✓
Distribute final wedding celebration timeline	✓	✓	✓	✓
Collect items that need to be used/ placed on wedding day	✓	✓	✓	✓



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<b>The Wedding Day</b>				
Wedding Coordinator Services	up to 10 Hrs.	up to 10 Hrs.	up to 12 Hrs.	up to 14 Hrs.
One Assistant Coordinator***	up to 4 Hrs.	up to 4 Hrs.	up to 5 Hrs.	up to 6 Hrs.
One Bride's Personal Assistant	-	-	-	up to 6 Hrs.
Greet Wedding Team (when arrival time is during Coordinating Time)	✓	✓	✓	✓
Oversee set-up of Ceremony & Reception areas	✓	✓	✓	✓
Coordinate with Wedding Team on timeline and special needs	✓	✓	✓	✓
Supervise delivery and placement of flowers and rentals while on site	✓	✓	✓	✓
Distribute personal flowers	✓	✓	✓	✓
Provide use of our Wedding Day Emergency Kit (if needed)	✓	✓	✓	✓
Distribute final payments and/ or gratuities to members of Wedding Team	✓	✓	✓	✓
Ensure activities are on schedule per timeline	✓	✓	✓	✓
<b>The Ceremony</b>				
Prepare Ceremony order (from Processional to Recessional)	✓	✓	✓	✓
Coordinate and cue musicians for the entire ceremony	✓	✓	✓	✓
Organize and cue bridal party for processional and recessional	✓	✓	✓	✓
Greet late arriving guests and direct them to available seats	✓	✓	✓	✓
<b>The Reception</b>				
Collect personal items from ceremony site and move to reception site	✓	✓	✓	✓
Ensure reception set-up is complete	✓	✓	✓	✓
Arrange escort card table (pre-alphabetized by client)	✓	✓	✓	✓
Place guest place cards	✓	✓	✓	✓
Place guest favors	✓	✓	✓	✓
Confirm table numbers & chairs	✓	✓	✓	✓
Arrange hospitality trays in restrooms if needed	✓	✓	✓	✓
Coordinate with Banquet Captain/ Catering staff	✓	✓	✓	✓
Greet guests and assist them in finding their table	✓	✓	✓	✓
Organize and cue bridal party for grand entrance	✓	✓	✓	✓
Cue the M/C, bride and groom for protocol events	✓	✓	✓	✓
Collect personal items and gifts to be ready for transport	✓	✓	✓	✓

**Coordination and Design of Additional Event(s) added to one of the above packages starts at \$1,000 per event**

**Additional Services or Planning Time available at \$100/ hour (Services include, but are not limited to):**

- Design preview meeting
- Additional meetings/ consultations
- Contract negotiation with prospective Wedding Team Members
- Plan area activities (brunches, picnics, attractions, sporting activities)
- Welcome baskets/ bags ordered & placed in hotel rooms
- Coordinate morning after brunch

**Overtime** will be billed at \$100 per hour

\*(Can include: Invitation Design, Calligraphy, Floral Design, Décor Design, Design Preview, Rentals, Lighting, Catering, Cake Design, and favors)

\*\*Wedding Management Program offers vendor referrals only (Clients set up appointments and meets with vendors on their own.)

**\*\*\*Additional Assistant Coordinators:**

Additional Assistant Coordinators required for larger weddings (250+ guests)

Fees for additional Assistant Coordinators will be billed ten days prior to the wedding date at the rate of \$30 per hour.