

WEDDING PLANNING & MANAGEMENT PACKAGE

Design a memorable experience for you !

EVENTS BY 7ELEMENTS

Our **Complete Wedding Planning & Management Package** provides a fully immersive, guided approach for couples who desire expert support from day one through the final send-off. With meticulous planning and flawless execution, we bring your wedding vision to life, creating a stress-free, unforgettable experience.

Initial Planning & Vision Setting

- **Personalized Consultation:** Let's start with an in-depth conversation about your wedding theme, style preferences, and venue ideas.
- **Complete Event Design:** Full-service planning for both the ceremony and reception, ensuring seamless integration of your vision.
- **Budget Creation:** Custom budget planning and tracking tailored to your priorities, managed through a personalized spreadsheet.
- **Detailed Timeline Creation:** Craft a comprehensive event schedule to keep your planning process on track.
- **Continuous Communication:** Regular updates via phone, text, and email for ongoing support and peace of mind.
- **Venue & Vendor Management:** Thorough venue evaluations, vendor selection assistance, and contract coordination to secure top-notch services.
- **Backup Solutions:** Contingency planning for unpredictable weather or unexpected changes, ensuring a smooth experience.

Vendor Coordination & Management

- **Access to Premier Vendors:** Direct connection to a curated list of trusted vendors, including caterers, florists, photographers,

entertainers, and more.

- **Contract & Payment Handling:** Contract review, payment tracking, and timely reminders for deposits and balances.
- **Expense Tracking:** Budget tracking through spreadsheets designed to simplify managing your wedding costs.
- **Vendor Scheduling:** Coordination of the wedding timeline with all vendors to ensure a seamless flow.
- **Final Confirmation:** One week prior, we relay the finalized guest count and finalize logistics with each vendor.

Pre-Wedding Rehearsal & Day-of Details

- **Rehearsal Coordination:** Organize wedding party entries, ensuring everyone understands their role.
- **Event Space Setup:** Setup of place cards, welcome displays, favors, and personalized decor.
- **Floor Plan Layout:** Detailed layout for seating arrangements, ceremony flow, and photo backdrops.
- **Itinerary Review:** Final review of the event timeline with vendors and the wedding party to lock in details.

Wedding Day Coordination

- **Full-Day Presence:** Comprehensive on-site coordination for up to 12 hours, ensuring every detail is handled with care.
- **Ceremony & Reception Setup:** Placement of guest seating charts, programs, flowers, and special items.
- **Guest Assistance:** Seamless coordination of guest seating and welcoming arrangements, including seating for family and wedding party.
- **Vendor & Timeline Management:** Real-time collaboration with vendors to follow the schedule, from music and lighting to photography timing.

- **Gift Security:** Organized setup and secure storage for gifts and cards.
- **Grand Exit & Wrap-Up:** Orchestrating a memorable grand exit and overseeing final breakdown to conclude your special day perfectly.

Effortless Planning for Your Perfect Day

Our **Complete Wedding Planning & Management Package** covers every aspect of your wedding journey. Let us handle the details so you can focus on what matters most: enjoying every moment of your beautiful celebration.

Ready to Start? Contact Us to Make Your Dream Wedding a Reality



Wedding *Timeline*

PREPARATION

9:00 AM BRIDE AND BRIDESMAIDS GET READY.

10:00 AM GROOM AND GROOMSMEN PREPARE.

11:00 AM GROUP PHOTOS TAKEN.



CEREMONY

12:00 PM GUESTS ARRIVE AND ARE SEATED.

12:30 PM EXCHANGE VOWS AND RINGS.

1:00 PM RECESSIONAL AND GROUP PHOTOS.

RECEPTION

2:00 PM COCKTAIL HOUR STARTS.

3:00 PM COUPLE MINGLES AND TAKES PHOTOS.

4:00 PM DINNER AND TOASTS BEGIN.



CELEBRATIONS

6:00 PM CAKE CUTTING AND DESSERT.

7:00 PM OPEN DANCE FLOOR FOR GUESTS TO ENJOY.

FAREWELL & DEPARTURE

9:00 PM FINAL DANCE AND THANK-YOU SPEECH.

10:00 PM FAREWELL GESTURE AND EXIT.

