



# À La Carte

EVENT SERVICES & CONSULTING

## CONTACT

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## FULL WEDDING PLANNING

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**Names:**

Event Date:

Event Location:

Approx. # of Guests:

Email Address:

Phone Number:

### Service Communication

- Up to 4 Client/Planner Meetings:
  - At the time of booking
  - Roughly 6 Months Prior to Wedding
  - 4-6 Weeks Prior to Wedding
  - 1-2 Weeks Prior to Wedding
- Regular Monthly Check Ins: Includes personalized event timeline and "To-Do List"
- Unlimited email availability with your planner outside of above listed communications, plus phone call/text availability as needed.
- Available & ready to assist with any unforeseen situations or emergencies throughout the planning process or wedding week/end.
- Liaise between event guests, bridal party, family members, etc. as needed.
- Oversee vendor communication and coordination leading up to and during event.

### Wedding Coordination

- Assist with the development of event theme/mood, ideas, and goals; and help optimize knowledge of event industry to make couple's vision come to life.
- Research & Coordinate/Book all vendors as needed by the couple.
- Manage set up, special product orders, arrival times/delivery dates, quantities, etc. to assure that all vendor contracts are being fully executed per the couple's wishes and vision.
- Develop an event timeline for wedding weekend, including coordination with vendors, bridal party, and guests.
- Oversee Wedding Rehearsal
- Manage Ceremony & Reception Timing/Flow throughout the event (includes ceremony vendor & bridal party cues) per the Day of Coordinator Role (see attachment).
- Assist Vendors/Venue & Bridal Party with event execution by all means necessary.
- Additional services rendered upon request!