

Wedding Planning & Coordinating Services

Full Planning & Coordination

Provides couples planning and coordinating services from the beginning of the planning through every step up to the completion of your special day.



Unlimited one on one consultations with clients and vendors (Includes final vendor meetings).



Unlimited phone and email consultation



Provide recommendations and assistance in securing vendors (photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators, hair, makeup & other needed vendors).



Schedule and Attend initial and final vendor meetings/appointments



Provide transportation to vendor meetings within sixty (60) miles of home office



Provide design, theme and color integration



Send To-Dos and Follow-up Items via email



Arrange hotel block accommodations for your bridal party, guests, etc.



Implement and provide budget tracking spreadsheet



Assist with stationary needs (if requested)



Provide master seating list spreadsheet template



Assist with seating arrangements for chart, escort and/or place cards



Conduct ceremony rehearsal



Contact and confirm arrival of all event vendors



Create and send final event itinerary to all vendors



Coordinate entire event day- Pre-Ceremony, Ceremony & Reception



Help with décor set-up and take down



Transport décor from church to reception



Distribute and pin on bridal party flowers



Provide snacks and refreshments for bridal party after ceremony



Prepare bridal party for Grand Entrance



Coordinate all reception events (i.e. first dance, toast, cake cutting, and etc.)



Gather gifts in hotel suite/car and additional items requested

Partial Planning & Coordination

Provides couples assistance with any remaining planning and coordinating services through the completion of your special day.



Ten (10) one on one consultations with clients, any remaining needed vendors (*Includes final vendor meetings*).



Unlimited phone and email consultation



Provide recommendations, schedule and secure any remaining vendors (*photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators, hair, makeup & other needed vendors*).



Send Monthly To-Do and Follow-up Items via email



Provide master seating list spreadsheet template



Assist with seating arrangements for chart, escort and/or place cards



Contact and confirm arrival of all event vendors



Create and send final event itinerary to all vendors



Conduct ceremony rehearsal



Coordinate entire event day- Pre-Ceremony, Ceremony & Reception



Help with décor set-up and take down



Distribute and pin on bridal party flowers



Transport décor from church to reception



Provide snacks and refreshments for bridal party after ceremony



Prepare bridal party for Grand Entrance



Coordinate all reception events (i.e. first dance, toast, cake cutting, and etc.)



Gather gifts in hotel suite/car and additional items requested

A Queen's TOUCH EVENTS

Month of Coordination

Provides couples assistance with any remaining light tasks and coordinating services through the completion of your special day.



Five (5) one on one consultations with clients. (Additional meetings will be \$50 per meeting)



Unlimited phone and email consultation



Provide master seating list spreadsheet template



Contact and confirm arrival of all event vendors



Create and send final event itinerary to all vendors



Conduct ceremony rehearsal



Distribute and pin on bridal party flowers



Coordinate entire event day. Pre-Ceremony, Ceremony & Reception



Provide snacks and refreshments for bridal party after ceremony



Help with décor set-up and take down



Transport décor from church to reception



Prepare bridal party for Grand Entrance



Coordinate all reception events (i.e. first dance, toast, cake cutting, and etc.)



Gather gifts in hotel suite/car and additional items requested

