

SERVICE DEFINITIONS

I. Initial “Meet-the-Couple” Consultation - FREE

It would include a one-hour meeting between the couple (and parent(s)) and the consultant. This will help the couple and consultant to get to know each other and go over the wedding information and ideas, such as:

- a) Couple’s contact information
- b) Explanation of services
- c) Desired wedding date or time of year
- d) Desired wedding location – talk about options
- e) Wedding decoration ideas – colors, décor, theme, etc
- f) Review contract

II. Wedding Service Vendor Listing – included in Complete Planning Package

The couple will be provided with a listing of possible wedding vendors in the Quincy-area that they could possibly use throughout their planning. The list is not inclusive of all wedding vendors and is merely a starting point for the couple to consider for their various needs. THIS COULD BE AN ADD-ON FOR THE WEDDING WEEKEND PACKAGE.

III. Extensive Wedding Checklist – included in Complete Planning Package

The checklist is provided to the couple in order to guide them through all their planning. It is a good reference for the couple to know what may need to be done each month during the planning. The checklist does not include every possible step and can be modified according to the length of the engagement and other possible wishes. THIS COULD BE AN ADD-ON FOR THE WEDDING WEEKEND PACKAGE.

IV. Monthly Planning Meetings – (Average: 12 months x \$20 = \$240) – included in Complete Planning and Wedding Weekend Package

The couple will be allowed one monthly meeting with the consultant to go over what needs to be done within that month. The checklist will be reviewed with the couple at this time and will decide if appointments need to be set up for the couple, or if the couple needs to make certain decisions and/or actions before the next meeting.

V. Budget Planning – included in Complete Planning Package

Throughout the planning process, a spreadsheet will be provided to the couple to assist them in keeping track of their wedding-related expenses.

- a) The budget will be reviewed with the couple during the monthly planning meetings and suggestions will be made, if needed, to see where money could be saved.

VI. Vendor Meeting Scheduling – (Average: 12 months x \$20 = \$240) – included in Complete Planning Package

The couple will have the opportunity to have the consultant set up vendor appointments for them. They will let the consultant know when would be the best time for them to meet with vendors. During the monthly planning meetings, the couple and consultant will discuss whether the couple needs to meet with a vendor that month in order to make some decisions. THIS COULD BE AN ADD-ON FOR THE WEDDING WEEKEND PACKAGE.

VII. Wedding-Etiquette Advice – included in Complete Planning Package

Throughout the planning process, the couple may contact the consultant via phone or email for any wedding-related etiquette that they may have questions about. If the answer is unknown, the consultant will research the topic and get back to the couple.

VIII. Decoration/Theme Consultation – included in Complete Planning Package

The couple may ask the consultant for decorating/theme suggestions, color suggestions, current trends, and other decoration ideas. The final decision is ultimately up to the couple.

IX. Supervision of Both Ceremony and Reception Setup – \$50

The consultant will be on-site for both the ceremony and reception hall set-up. The consultant will be available for vendor direction and will assist in addressing any issues that may arise.

X. Rehearsal Attendance – (Average: 2 hours x \$20 = \$40)

The consultant will be on-site for the wedding ceremony rehearsal for questions and assistance with any last-minute details.

XI. Wedding Day Direction – \$300

The consultant will be on-site for the wedding ceremony and reception. The consultant will be available for direction and questions as needed. The consultant will also act as a mediator between the vendors and the couple to help ease the burden on the couple during their big day; although, any decisions made will be confirmed by the wedding couple before action has been taken.