

# J'Lozen

## EVENTS

### *Partial Full-Service Planning*

WE DO THINGS A LITTLE DIFFERENTLY THAN JUST YOUR TYPICAL DAY OF COORDINATOR. WE OFFER A PARTIAL FULL-SERVICE PLANNING OPTION BECAUSE PLANNING DAY-OF ISN'T THE MOST PRACTICAL SOMETIMES. THIS OPTION IS PERFECT FOR COUPLES WHO HAVE SOME OF THEIR VENDORS LINED UP BUT STILL NEED ASSISTANCE SOURCING THEIR DREAM TEAM. I WILL BE THERE TO GUIDE YOU ON OUR VENDOR RECOMMENDATIONS FROM OUR VERY FIRST PLANNING CALL! FROM THERE, WE WILL HAVE PLANNING MEETINGS ONCE A MONTH!

PLANNING KICKOFF MEETING (FIRST MEETING) - TYPICALLY DONE VIA ZOOM OR BY PHONE UP TO 2 IN PERSON MEETINGS TO DISCUSS EVENT DETAILS  
PROFESSIONAL PLANNING SOFTWARE  
FINAL ERRANDS UP TO 2 HOURS.  
UNLIMITED CONTACT VIA PHONE, EMAIL, OR TEXT  
UNLIMITED ADVICE, RECOMMENDATIONS, REFERRALS  
DISTRIBUTE FINAL PAYMENTS AND GRATUITIES DAY OF THE WEDDING TO VENDORS  
FINAL CONFIRMATIONS MADE TO VENDORS  
FINAL PLANNING DAY - TYPICALLY 2 HOURS PRIOR TO THE FINAL WALKTHROUGH MEETING  
ATTEND A 30-45 DAY WALKTHROUGH AT THE VENUE TO MEET WITH VENDORS, DISCUSS TIMELINE, LAYOUT, EXPECTATIONS DIRECTS REHEARSAL FOR UP TO 2 HOURS  
FIRST TO ARRIVE AND LAST TO LEAVE THE DAY OF - TYPICALLY ON-SITE FOR 12 HOURS  
TRANSPORT PERSONAL EFFECTS SUCH AS MARRIAGE LICENSES, RINGS, UNITY CANDLES, DECOR  
COLLECTION AFTER THE EVENT AND DELIVERY TO THE DESIGNATED PERSONS VEHICLE  
CREATE A WEDDING DAY TIMELINE  
CREATE A WEDDING DAY DECOR PLAN  
SEATING CHART ASSISTANCE  
OVERSEE AND ORCHESTRATE SETUP AND STRIKE OF CEREMONY AND RECEPTION SPACES  
OVERSEE AND ORCHESTRATE DELIVERIES AND PICKUPS FROM VENDORS/FAMILY MEMBERS  
GUEST AND VENDOR MANAGEMENT  
OVERSEE AND DIRECT ALL TIMING AND CUES  
UNLIMITED HOURS OF ON-SITE WEDDING DAY MANAGEMENT BY A CERTIFIED WEDDING PLANNER  
CREATE POOR WEATHER CONTINGENCY PLAN

# Full-Service Planning

FROM START TO FINISH, WE WILL GUIDE YOU THROUGH THE WEDDING PLANNING PROCESS. I WILL SEE TO EVERY DETAIL TO GIVE YOU A BEAUTIFUL, STRESS-FREE WEDDING THAT IS WITHIN YOUR BUDGET. WHEN THE DAY OF THE WEDDING ARRIVES, MY STAFF AND I WILL MANAGE THE ENTIRE DAY LEAVING YOU FREE TO CHERISH EVERY MOMENT OF YOUR SPECIAL DAY.

10 MEETINGS TO DISCUSS WEDDING DETAILS  
UNLIMITED CONTACT VIA PHONE, EMAIL, OR TEXT  
UNLIMITED ADVICE, TOOLS, RECOMMENDATIONS, SUGGESTIONS AS REQUESTED  
ACCESS TO EXCLUSIVE VENDOR DISCOUNTS AND PARTNERSHIPS  
WEDDING WEBSITE  
GUEST LIST RSVP TRACKING  
INVITATION MANAGEMENT  
DEVELOP CONCEPT AND COLOR PALETTE  
BUDGET MANAGEMENT  
CUSTOM VENDOR PAIRING AND ASSISTANCE WITH SELECTION (TASTINGS, ORAL CONSULTS PRESENT AT 4 VENDOR MEETINGS, TASTINGS ETC.  
REVIEW VENDOR CONTRACTS  
CONTRACT NEGOTIATIONS WITH VENDORS  
ACCESS TO VENDOR DISCOUNTS  
DISTRIBUTE FINAL PAYMENTS AND GRATUITIES AS REQUESTED PER EACH VENDOR FINAL CONFIRMATIONS MADE TO VENDORS  
COMPLETE TIMELINE MANAGEMENT  
ATTEND FINAL SITE WALK-THROUGH  
COORDINATE WITH VENUE MANAGER ON OW OF EVENT, TIMELINE, DECOR  
2 HOURS TO ORCHESTRATE THE REHEARSAL  
FIRST TO ARRIVE AND THE LAST TO LEAVE THE DAY OF THE WEDDING  
AVAILABLE FOR SETUP THE DAY BEFORE THE WEDDING (IF VENUE ALLOWS) UP TO 3 HOURS  
TRANSPORT PERSONAL EFFECTS SUCH AS MARRIAGE LICENSE, RINGS, UNITY CANDLES, DECOR, ETC. COLLECTION AFTER THE EVENT AND DELIVERY TO VEHICLE  
CREATE AND MANAGE EVENT PRODUCTION SCHEDULE  
CREATE WEDDING DAY DECOR PLANS  
SEATING CHART ASSISTANCE  
OVERSEE AND ORCHESTRATE SET UP AND STRIKE OF CEREMONY AND RECEPTION SPACES OVERSEE AND ORCHESTRATE DELIVERIES AND PICKUPS FROM VENDORS (LATE NIGHT STRIKE) GUEST AND VENDOR MANAGEMENT  
OVERSEE AND DIRECT ALL TIMING AND CUES  
ASSISTANCE IF REQUIRED WITH BRIDAL PARTY CUES ETC.  
UNLIMITED HOURS OF ON-SITE WEDDING DAY MANAGEMENT BY A CERTIFIED PLANNER

