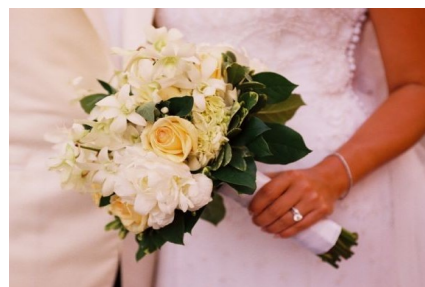
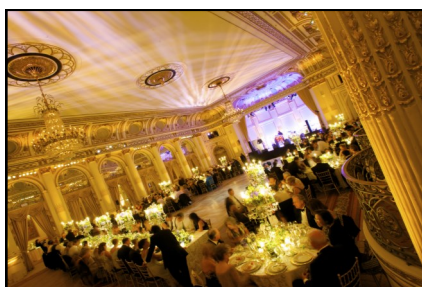


# CONSULTING SERVICES

## WEDDING



# About Save the Date®



Founded in 1994, Save the Date® was originally started as a venue and vendor search firm. Twenty years later Save the Date® is an award-winning event planning company, specializing in providing clients with the best resources needed to make the unique vision for their wedding a reality. We understand that every wedding represents the culture and personalities of each couple. Utilizing our variety of venues and vendors, our planners work within any budget to create an unforgettable experience. In most cases, we save our clients at least half of our planning fees by leveraging our relationships to benefit our social clientele. Our a la carte approach gives each client the flexibility to have us search for the perfect location, plan from start to finish or hire us one month out to provide the extra hand when it is needed most. Save the Date® aims to honor your vision in every wedding we produce.

- We have produced more than 30 million dollars in events during a fiscal year and, because of that, we have tremendous buying power in the industry, saving our clients money as well as time.
- We work with and manage thousands of New York City event venues and vendors allowing us to help navigate you through the vendor selection process with ease.
- As our clientele grew, so did the demand for our full service planning. Collectively our Save the Date® planning team has over a decade of wedding planning expertise. Whether on a private island, a reception on a sleek rooftop or a tented dinner in the Hamptons, we have seen and planned it all.



# Event Services



Partner with the experts at Save the Date® to make the vision for your wedding a reality. Our consultants will work tirelessly with you to finalize the infinite details involved in orchestrating a fabulous evening that your guests will never forget.

## FULL SERVICE WEDDING PLANNING

### PHASE 1: (12-6 months)

- One dedicated event consultant throughout the planning process
- Vendor recommendation, budget allocation and vendor discussion in the following categories: venue, florist, entertainment, décor and design, lighting and sound, transportation, gifts and favors and accommodations
- Review and negotiate all outstanding vendor proposals, final contract and fees including but not limited to the above categories \*Save the Date® typically save the client amount equivalent 50% of the consulting fee
- Negotiate upgrades with any previously contracted vendors
- Research additional venues for the rehearsal dinner and post-wedding brunch where necessary
- Subject to clients approval, hire any outstanding vendors
- Prepare projected budget

### PHASE 2: (6-2 months)

- Schedule in person meeting with couple to discuss progress and any outstanding issues and to review all contracts/ details
- Schedule regular planning calls with client as needed
- Schedule and attend initial planning meetings with all primary vendors to discuss logistics and timeline
- Set and manage schedule for confirming of all logistics ie. Contracts, appointments; a final walk-through etc.
- Assist in design and print of save the dates, invitations, place cards, escort cards and menus
- Update projected budget and manage payment schedule on clients behalf
- Offer creative energy and expertise in regards to menu selections, décor and entertainment
- Continue to act as primary liaison with all vendors throughout planning process
- Begin a timeline for day and night of event (for setup, load in, hair and make up, photographs, ceremony, reception, and all other elements)

### PHASE 3: (2 months– day of)

- Finalize the floor plan with designer and venue
- Final run-through's at all locations with all necessary vendors for each function
- Assist with all final orders and deliveries of all printed materials, rentals and other specialty orders
- Finalize event timeline and review with all vendors

# Event Services



## FULL SERVICE WEDDING PLANNING

### ON-SITE MANAGEMENT:

- Provide VIP service on-site, catering to event and clients needs
- Act as day-of contact for all vendors and venue (to ensure that clients are not bothered)
- Manage schedule for client and other VIP's (such as parents and wedding party)
- Act as consultant to wedding party for last minutes questions, schedule, processional order, etc.
- Assist clients with coordination for photos (time, location, people involved, etc.)
- Organize all supplies, materials and belongings at the end of the night and ensure all belongings are brought back with the correct people
- Confirm delivery, proposal placement and design of rental and additional décor elements
- Confirm floral décor is arranged as per clients' wishes
- Ensure all wedding day stationary is properly displayed and distributed
- Manage vendor schedules and liaison with caterer to ensure proper dining experience for guests
- Manage seating arrangement contingency plan for last minute guest additions or cancellations
- Alert all key vendors (including photographer, videographer, venue, etc.) before significant events, such as: special dances, speeches, cake cutting, etc.
- Attend to any outstanding or last minute payments
- Make sure bride and groom only have ONE point of contact where we act as gatekeeper





# Event Services



Save the Date® believes that all couples deserve to be present and celebrate their wedding day while we worry about the details. That is why we chose to begin our part-time wedding services a month from your wedding date, as opposed to offering only day of services. As planning experts, we know that creating strong relationships with your vendors starting a few weeks out is essential in executing a flawless event.

## ONE MONTH OUT

### 1 MONTH-DAY OF:

- Attend any necessary final meetings with venue & vendors
- Review all final contracts, contact vendors, compile timeline
- Streamline all vendor communications through the Save the Date® and act as primary liaison
- Finalize the floor plan with designer and venue
- Final run-throughs at all locations with all necessary vendors for each function
- Assist with all final orders and deliveries of all pricing materials, rentals and other specialty orders
- Finalize event timeline details and review with all vendors
- Organize and distribute gift bag and favors
- Manage final payments and gratuities on clients behalf

### ON-SITE MANAGEMENT:

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# Event Highlights

