

Always Yours Occasions

WEDDING & EVENT COORDINATORS • DIY MENTORS



Always Yours Design and Planning Services



*“Just as every house needs the right foundation,
your wedding needs some basics to flow smoothly.”*

Cheryl Damron

Whether you’ve decided on a short engagement and need planning help or you want assistance over the course of a year, we are here to handle the details! We plan and coordinate a day that is *Always Yours*.

Already have a venue or previously booked day-of coordinator? On a limited budget? Our A La Carte and DIY options may be exactly what you need.

It’s your occasion. Make it *Always Yours!*

865-771-7771

email@alwaysyoursoccasions.com

Plan With Me Full Planning

Whether you're getting married soon and need **full planning help** or you want us to plan over the course of a year, we are here to handle the details! We plan and coordinate your day with your input for a day that is *Always Yours*.

Prior to Your Wedding

Your Wedding Foundation

- A customized wedding blueprint for an *Always Yours* wedding.
- A wedding timeline for your day available at your rehearsal to ensure bridal party and wedding team are on the same page. Also posted on your wedding day and shared with your vendors.
- A wedding task list to determine what needs to be done and when.
- An order of ceremony and reception overview.
- Assistance in creating and managing your wedding budget.
- Prioritizing what is important to you.
- Review of vendor contracts and payment reminders, if desired.
- A floor plan for your wedding and/or reception with venue input and approval.
This determines position of tables, dance floor, cake table, gift table, etc.

Communication

- 1 hour consultation to discuss your overall vision and order of ceremony and reception
- 1 hour venue walkthrough to discuss set-up
- Additional consultation as needed
- Personal periodic follow-up to keep everything on schedule.
- Coordination with your booked wedding vendors to discuss plans and make sure we all are on the same page.
- Advice via short phone calls, emails, texts, Skype throughout your planning process
- Point person and liaison for bride, groom, vendors, and venue to confirm final head counts and answer questions.
- Be a sounding board to help navigate decisions and to help alleviate overwhelm and stress.
- Be the "glue" that pulls things together the last month to help avoid wedding day challenges.
- 1 1/2 hour rehearsal with instruction for ceremony and reception elements

Advice and Assistance

- Assistance in the selection of your linens, decor, and other wedding items.
- Arrange vendor meetings and accompany you to provide guidance that fits your vision.
(You may choose to call and meet with vendor alone if desired.)
- Assistance with ordering invitations, save-the-date, thank you cards, etc.
- Assistance in booking blocks of hotel rooms and honeymoon at VIP prices
- Access to our exclusive wedding planning resources to mentor and encourage you.

- Access to our *Wedding Class* resources.
- Assistance with ordering or shopping with you to procure water, soft drinks, paper products, and more at wholesale prices. (Sam's Club and Costco)
- Invitation to our Bridal Breakout mentoring and discussion group.
- Notification of how to get marriage license and name changed

Your Wedding Day

- Provide set-up and breakdown direction and assistance to family members and vendors.
- Coordinate with caterer, venue or family member to provide bottled water and snacks for bridal party
- Use of our emergency kit

Ceremony:

Coordinate with officiant on ceremony

Work with musicians to coordinate and time the processional and recessional

Ensure everyone has their bouquets, boutonnieres, petals, corsages

Ceremony direction and guidance for seating family and guests

Ceremony and Reception:

Provide schedule to bride, groom, bridal party, and vendors

Assist in staying within allotted time frame

Check ceremony site and reception sites, light candles, make sure all items are in place

Be the point person and liaison for questions to keep your day flowing smoothly

Confirmation of correct number of rental items

Reception:

Help transition into cocktail hour

Cue DJ/MC for Grand Entrance and announcements

Direction for toasts, dances, cake cutting, bouquet toss, garter toss, etc.

Make sure best man has tips to give officiant, musicians, coordinator, valets, etc.

Communicate with vendors the week-of regarding set-up and breakdown times

Support for bride, groom, bridal party

Troubleshoot wedding day situations and free you to enjoy your day

Confirm and assist designated person with gathering gifts at end of evening

Following Your Wedding

- Review clean up responsibilities with designated persons.
- Check venue and inform designated parties of important personal belongings left and make sure all is in order.
- Communicate with your breakdown crew, venue, and vendors regarding rental items, breakdown, and pick-up.

Plan With Me Partial Planning

Especially designed for brides or mothers-of-the-bride who are taking care of wedding details, and **desire guidance and wedding resources to aid in their planning**. We assist you with **partial planning** and coordinate your wedding for a day that is *Always Yours*.

Prior to Your Wedding

Your Wedding Foundation

- A customized wedding blueprint for an *Always Yours* wedding.
- A wedding timeline shared with your bridal party and vendors.
- A wedding task list to determine what needs to be done and when.
- An order of ceremony and reception overview.
- Assistance in creating your wedding budget.
- Prioritizing what is important to you.
- Suggestions to help you create a floor plan for your wedding and/or reception with venue input and approval. This determines position of tables, dance floor, cake table, gift table, etc.

Communication

- 1 hour consultation to discuss your overall vision and order of ceremony and reception
- 1 hour venue walkthrough to discuss set-up
- Coordination with your booked wedding vendors to discuss plans and make sure we all are on the same page.
- Advice via short phone calls, emails, texts, Skype throughout your planning process
- Point person and liaison for bride, groom, vendors, and venue to confirm final head counts and answer questions.
- Be a sounding board to help navigate decisions and to help alleviate overwhelm and stress.
- Be the “glue” that pulls things together the last month to help avoid wedding day challenges.
- 1 hour rehearsal with instruction for ceremony and reception elements

Advice and Assistance

- Suggestions for vendors and contact information to set up vendor meetings.
- Assistance in booking blocks of hotel rooms and honeymoon at VIP prices.
- Access to our exclusive wedding planning resources to mentor and encourage you.
- Invitation to our Bridal Breakout mentoring and discussion group.
- Access to *Wedding Class* resources.
- Coordinate with caterer, venue or family member to provide bottled water and snacks for bridal party

Your Wedding Day

- Provide set-up and breakdown direction and assistance to family members and vendors.
- Use of our emergency kit

Ceremony:

Coordinate with officiant on ceremony

Work with musicians to coordinate and time the processional and recessional

Ensure everyone has their bouquets, boutonnieres, petals, corsages

Ceremony direction and guidance for seating family and guests

Ceremony and Reception:

Provide schedule to bride, groom, bridal party, and vendors

Assist in staying within allotted time frame

Check ceremony site and reception sites, light candles, make sure all items are in place

Be the point person and liaison for questions to keep your day flowing smoothly

Reception:

Help transition into cocktail hour

Cue DJ/MC for Grand Entrance and announcements

Direction for toasts, dances, cake cutting, bouquet toss, garter toss, etc.

Make sure best man has tips to give officiant, musicians, coordinator, valets, etc.

Communicate with vendors the week-of regarding set-up and breakdown times

Support for bride, groom, bridal party

Troubleshoot wedding day situations and free you to enjoy your day

Confirm and assist designated person with gathering gifts at end of evening

Following Your Wedding

- Review clean up responsibilities with designated persons.
- Check venue and inform designated parties of important personal belongings left and make sure all is in order.
- Communicate with your breakdown crew, venue, and vendors regarding rental items, breakdown, and pick-up.

Plan For Me *aka "Save my Day"*

Whether it's **crunch time** and you need us to **expedite your wedding** plans or you want us to **fully plan and do your legwork** over the course of a year, we are here to handle all the details! We plan and design your day with your approval and do the legwork so you are free to spend your time elsewhere. We pick up where you've left off or orchestrate your wedding from start to finish!

Prior to Your Wedding

Your Wedding Foundation

- Determine the vision for your wedding with your approval.
- Create a customized wedding blueprint and implement your vision.
- Create a wedding timeline for your day available at your rehearsal to ensure bridal party and wedding team are on the same page. Also posted on your wedding day and shared with your vendors.
- Create a wedding task list to determine what needs to be done and when and do your legwork.
- Develop an order of ceremony and reception overview.
- Manage your wedding budget.
- Prioritizing what is important to you.
- Review vendor contracts and payment reminders.
- Create your floor plan for your wedding and/or reception with venue input and approval. This determines position of tables, dance floor, cake table, gift table, etc.

Communication and Legwork

- Consultation to discuss your overall vision and order of ceremony and reception
- Venue walkthrough to discuss set-up, if desired
- Personal periodic follow-up to make sure everything is as you desire.
- Using your vision, book vendors that are a good fit for your budget and decor choices, including linens, florals, catering, etc. Have vendors contact you for approval and payment. Note: If you choose to go to vendor meetings, we accompany you and provide guidance on choices according to your vision.
- Coordination with your booked wedding vendors to discuss plans and make sure we all remain on the same page.
- Communicate via phone calls, emails, texts, Skype for your approval
- Give suggestions for purchasing and/or renting wedding attire.
- Select your linens, decor, and other wedding items with your approval.
- Set up the ordering of invitations, save-the-date, menu cards, thank you cards, etc.
- Arrange transportation

- Locate and procure wedding related items.
- Coordinate with caterer, venue, or family member to provide bottled water and snacks for wedding party on wedding day, and a “To Go” box for the couple, when desired. (May incur extra charge for snacks and water.)
- Be the point person and liaison for bride, groom, vendors, and venue to confirm final head counts and answer questions.
- Be a sounding board to help navigate decisions and to help alleviate overwhelm and stress.
- Be the “glue” that pulls things together the last month to help avoid wedding day challenges.
- 1 1/2 hour rehearsal with instruction for ceremony and reception elements
- Provide instruction on bridal party roles and wedding etiquette

Advice and Assistance

- Assistance in booking blocks of hotel rooms and honeymoon at VIP prices
- Provide tip sheets for getting the most of your day
- Assistance with ordering or shopping to procure water, soft drinks, paper products, and more at wholesale prices.
- Invitation to our Bridal Breakout mentoring and discussion group.
- Advise on marriage license procedure and name change

The Client's Responsibilities:

- Communicate via meetings, phone, text, Skype or email to answer questions and give input.
- Give approval for decisions and pay vendors directly.
- When possible, provide photos for color choices and decor; may be done on Pinterest.
- Purchase/rent and bring to venue wedding day attire and personal items.
- Other as necessary.
- You are also invited to attend our Bridal Breakouts mentoring and discussion group and have access to our planning resources, when desired.

Your Wedding Day
See following page

Your Wedding Day

- Set-up and breakdown of your items and assistance to vendors.
- Use of emergency kit
- Confirm receipt of correct number of rental items for your wedding.

Ceremony:

Coordinate with officiant on ceremony

Work with musicians to coordinate and time the processional and recessional

Ensure everyone has their bouquets, boutonnieres, petals, corsages

Ceremony direction and guidance for seating family and guests

Ceremony and Reception:

Provide schedule to bride, groom, bridal party, and vendors

Assist in staying within allotted time frame

Check ceremony site and reception sites, light candles, make sure all items are in place

Be the point person and liaison for questions to keep your day flowing smoothly

Reception:

Help transition into cocktail hour

Cue DJ/MC for Grand Entrance and announcements

Direction for toasts, dances, cake cutting, bouquet toss, garter toss, etc.

Make sure best man has tips to give officiant, musicians, coordinator, valets, etc.

Communicate with vendors the week-of regarding set-up and breakdown times

Support for bride, groom, bridal party

Troubleshoot wedding day situations and free you to enjoy your day

Confirm and assist designated person with gathering gifts at end of evening

Following Your Wedding

- Review clean up responsibilities with designated persons.
- Check venue and inform designated parties of important personal belongings left and make sure all is in order.
- Communicate with your designated person, venue, and vendors regarding rental items, personal items, and pick-up.

Always Yours Occasions

WEDDING & EVENT COORDINATORS • DIY MENTORS



Always Yours Wedding Management



Enjoy peace of mind and being a bride on your wedding day!
Our knowledgeable, certified coordinators will oversee and
direct your day.

Need a Last Minute Help?
Contact us to Save-the-Day.

865-771-7771

email@alwaysoccasions.com

Always Yours Deluxe Wedding Experience

Thoughtfully designed with brides in mind, this is the **preferred wedding management**. In addition to **coordinating your day**, we help **organize and finalize the details the month prior** to your wedding. **Reduced overwhelm and stress** allows you to **enjoy time with family and friends**.

Prior to Your Wedding

- 1 hour consultation to discuss ceremony and reception
- 1 hour venue walkthrough to understand your vision
- Communicate via emails, short phone calls, or texts
- Provide wedding task list so you know what needs to be done and when
- Design a wedding overview for your ceremony and reception
- Advice on floor plan for wedding and/or reception with venue input and approval
- Create a wedding timeline for your day and share with vendors
- Be point person and liaison for bride, groom, vendors, and venue throughout the month to confirm final head counts and answer questions.
- Be a sounding board to help navigate last minute decisions and reduce stress.
- 1 1/2 hour rehearsal with instruction for ceremony and reception elements
- Assist in booking blocks of hotel rooms and honeymoon at VIP prices
- Review vendor contracts and give final payment reminders. (Must provide a copy of the contract upon booking with vendor.)
- Be the “glue” to pull things together and help avoid wedding day challenges.
- Coordinate with caterer, venue, or family member to provide bottled water and snacks for wedding party on wedding day. (May incur extra charge for water and snacks.)

Day of Your Wedding

Prior to Ceremony

- Provide set-up and breakdown direction and assistance to family members and vendors.
- Use of emergency kit

Ceremony:

Coordinate with officiant on ceremony

Work with musicians to coordinate and time the processional and recessional

Ensure everyone has their bouquets, boutonnieres, petals, corsages

Ceremony direction and guidance for seating family and guests

Reception:

Help transition into cocktail hour

Cue DJ/MC for Grand Entrance and announcements

Direction for toasts, dances, cake cutting, bouquet toss, garter toss, etc.

Make sure best man has tips to give officiant, musicians, coordinator, valets, etc.

Ceremony and Reception:

Provide schedule to bride, groom, bridal party, and vendors

Communicate with vendors the week-of regarding set-up and breakdown times

Assist in staying within allotted time frame

Support for bride, groom, bridal party

Check ceremony site and reception sites, light candles, make sure all items are in place

Troubleshoot wedding day situations and free you to enjoy your day

Be the point person and liaison for questions to keep your day flowing smoothly

Confirm and assist designated person with gathering gifts at end of evening

Following Your Wedding

- Review clean up responsibilities with designated persons.
- Check venue and inform designated parties of important personal belongings left and make sure all is in order.
- Communicate with your breakdown crew, venue, and vendors regarding rental items, breakdown, and pick-up.

Always Yours Essential Wedding Experience

Specially designed as the building block for all of our management packages or for **those who have all the pieces in place** and want to **enjoy being the bride** on your wedding day. Turn over the details the week of your wedding to our **certified wedding coordinators** to **direct your day**. Reward yourself with a day that is *Always Yours!*

Prior to Your Wedding

- 1 hour consultation to discuss ceremony, reception, and venue set-up
- Create a wedding timeline for your day and share with vendors
- Be point person for your wedding team the week of your wedding and wedding day
- 1 hour rehearsal with instruction for ceremony and reception elements
- Assist in booking blocks of hotel rooms and honeymoon at VIP prices

Day of Your Wedding

Ceremony:

Coordinate with officiant on ceremony

Work with musicians to coordinate and time the processional and recessional

Ensure everyone has their bouquets, boutonnieres, petals, corsages

Ceremony direction and guidance for seating family and guests

Ceremony and Reception:

Provide schedule to bride, groom, bridal party, and vendors

Assist in staying within allotted time frame

Check ceremony site and reception sites, light candles, make sure all items are in place

Be the point person and liaison for questions to keep your day flowing smoothly

Reception:

Help transition into cocktail hour

Cue DJ/MC for Grand Entrance and announcements

Direction for toasts, dances, cake cutting, bouquet toss, garter toss, etc.

Make sure best man has tips to give officiant, musicians, coordinator, valets, etc.

Communicate with vendors the week-of regarding set-up and breakdown times

Support for bride, groom, bridal party

Troubleshoot wedding day situations and free you to enjoy your day

Confirm and assist designated person with gathering gifts at end of evening

Following Your Wedding

- Review clean up responsibilities with designated persons.
- Check venue and inform designated parties of important personal belongings left and make sure all is in order.
- Communicate with your breakdown crew, venue, and vendors regarding rental items, breakdown, and pick up.

A La Carte Services and Assistance:

- Simple set up and breakdown of your items.
- Coordinate rehearsal dinner and provide suggestions for rehearsal dinner agenda
- Coordinate Bridal Showers, Bridal Breakfast or Luncheon
- Assistance with table numbers/signs and favors
- Assistance with invitations, save-the-dates, menu cards, thank you cards
- Create seating charts and assist with place cards
- Assist with ordering gift baskets and setting up delivery for out-of-town guests
- Help locate and keep track of ceremony and reception items
- Resources for T-Shirts, cozies, favors
- Fans and Programs
- Area Flip

Wedding Class

For the DIY Bride or for those doing your own planning, wedding class **provides education, mentoring, and guidance** along the way. Low cost **hands-on workshops** on a variety of planning needs, Bridal Breakouts with **face-to-face discussions** on a specific topic, and **access to our planning resources and worksheets** are part of the options. Choose from attendance to just the workshops you need or a plan with unlimited access to classes workshops, and resources. (Wedding class is included in Full Planning and Partial Planning Packages.)

Investment Coordination Services

Always Yours Essential Wedding Experience includes a **1 hour rehearsal, week-of management and coordination tasks, assistance with booking hotels and honeymoons at VIP prices**, and day-of management** for your wedding.

Up to 5 onsite hours of coordination: \$549+

Up to 10 onsite hours: \$849+

Up to 8 onsite hours of coordination: \$729+

Up to 12 onsite hours of coordination: \$969+

Always Yours Deluxe Wedding Experience includes **1 1/2 hour rehearsal, month of management and coordination tasks, assistance with booking hotels and honeymoons at VIP prices**, day-of management for your wedding and an extra consultation.**

Up to 5 onsite hours of coordination: \$849

Up to 10 onsite hours: \$1149

Up to 8 onsite hours of coordination: \$1029

Up to 12 onsite hours of coordination: \$1269

Planning and Coordination Services

Plan With Me Full Planning includes **full planning** throughout your wedding journey **PLUS 1 1/2 hour rehearsal, assistance with booking hotels and honeymoons at VIP prices**, and coordination of your wedding day.**

Up to 8 onsite hours \$2325

Up to 12 onsite hours \$2649

Up to 10 onsite hours \$2499

Plan With Me Partial Planning includes **partial planning** throughout your wedding journey **PLUS 1 1/2 hour rehearsal, assistance with booking hotels and honeymoons at VIP prices**, and coordination of your wedding day.**

Up to 8 onsite hours \$1499

Up to 12 onsite hours \$1799

Up to 10 onsite hours \$1649

Plan For Me aka "Save my Day" includes **full planning PLUS we do your legwork** throughout your wedding journey **PLUS 1 1/2 hour rehearsal, assistance with booking hotels and honeymoons at VIP prices**, and coordination of your wedding day.**

Price varies depending on amount of legwork and timeframe until wedding day.

**Note: If we set up hotel options for you and you choose not to book through us, there will be a fee for the hours spent on your behalf.

Wedding Class

Prices determined based on individual class.