

ALL - INCLUSIVE

ODYSSEY EVENT DESIGNS

PLANNING:

FULL DESIGN | DEVELOPMENT OF OVERALL DESIGN + CREATION OF VISION BOARD

INCLUDES DESIGN, PLANNING + ITINERARY FOR REHEARSAL DINNER, CEREMONY, RECEPTION + POST-WEDDING BRUNCH

OPEN COMMUNICATION | EMAIL + PHONE

MONITOR BUDGET | PLANNING SPREADSHEET INCLUDED

FOUR PRE-WEDDING CONSULTATIONS

SUPPLYING ANY NEEDED VENDOR RECOMMENDATIONS

VENDOR CONTRACT REVIEW

CONSTRUCTING A DETAILED REHEARSAL DINNER, WEDDING DAY + POST WEDDING BRUNCH TIMELINE

GUIDANCE WITH ALL DESIGN MATERIALS TO MAKE SURE EVERY DETAIL FLOWS TOGETHER FLAWLESSLY | INCLUDING SAVE THE DATES,

INVITATIONS, WEDDING WEBSITE, MENUS, CEREMONY CARDS, PLACE CARDS

FLOOR PLAN DEVELOPMENT | REHEARSAL, RECEPTION + POST-WEDDING BRUNCH

RENTAL BOOKING ASSISTANCE | REHEARSAL, RECEPTION + POST-WEDDING BRUNCH

VENDOR MEETINGS INCLUDED

BUILD SPECIAL REQUESTS AT PRODUCT COSTS ONLY | BACKDROPS, SIGNAGE, ETC. - MATERIALS TO BE BILLED SEPARATELY

UP TO 50 MILES OF TRAVEL INCLUDED WITHIN PACKAGE

PRE-WEDDING:

OPEN COMMUNICATION VIA PHONE OR EMAIL

ACT AS POINT OF CONTACT FOR ALL VENDORS

CONFIRMING ALL DETAILS WITH THE APPROPRIATE VENDORS PRIOR TO THE WEDDING

TWO SITE VISITS TO REVIEW LAYOUT, FLOOR PLAN, DÉCOR AND OTHER RECOMMENDATIONS

REHEARSAL DAY:

UP TO FIVE HOURS OF ON-SITE SERVICE

REHEARSAL CEREMONY COORDINATION

REHEARSAL DINNER SETUP + VENDOR MANAGEMENT

WEDDING DAY:

UP TO FOURTEEN HOURS OF ON-SITE SERVICE ALLOWING YOU TO ENJOY EVERY MOMENT OF YOUR WEDDING DAY

DAY-OF VENDOR MANAGEMENT | ENSURE ALL VENDORS ARRIVE, ARE SET UP PROPERLY, VERIFY THEIR TIMELINES

DAY-OF DECOR SET-UP FOR BOTH CEREMONY & RECEPTION VENUES

COORDINATION OF CEREMONY, COCKTAIL HOUR & RECEPTION

SERVE AS THE LIAISON BETWEEN VENDORS & SOLVE ANY LAST-MINUTE OBSTACLES

DIRECT THE CEREMONY PROCESSIONAL

ASSISTING THE WEDDING PARTY AND GUESTS AS NEEDED

KEEP ALL VENDORS AND WEDDING PARTY ON SCHEDULE

SETUP ANY REQUIRED ROOM FLIPS

DISTRIBUTION OF FINAL PAYMENTS TO APPLICABLE VENDORS

CLEAN UP VENUE LOCATION

RE-BOX ALL PERSONAL BELONGINGS

WRAP UP DETAILS AFTER BRIDE AND GROOM DEPART

ENSURE ALL RENTAL EQUIPMENT IS PACKED AND READY FOR PICKUP

POST WEDDING BRUNCH:

UP TO FIVE HOURS OF ON-SITE SERVICE

REHEARSAL DINNER SETUP + VENDOR MANAGEMENT

xoxo

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