

PARTIAL PLANNING

ODYSSEY EVENT DESIGNS

PLANNING:

ASSISTANCE IN DESIGN DEVELOPMENT + VISION BOARD
ACCESS TO PLANNING SPREADSHEET
TWO PRE-WEDDING CONSULTATIONS
SUPPLYING ANY NEEDED VENDOR RECOMMENDATIONS
TIMELINE AND VENUE LAYOUT GUIDANCE
VENDOR CONTRACT REVIEW
RENTAL GUIDANCE
UP TO 25 MILES OF TRAVEL INCLUDED WITHIN PACKAGE

PRE-WEDDING:

OPEN COMMUNICATION VIA PHONE OR EMAIL
CONFIRMING ALL DETAILS WITH THE APPROPRIATE VENDORS PRIOR TO THE WEDDING
ONE SITE VISITS TO REVIEW LAYOUT, FLOOR PLAN, DÉCOR AND OTHER RECOMMENDATIONS

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ONE-DAY PRIOR:

REHEARSAL CEREMONY COORDINATION

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WEDDING DAY:

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

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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

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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

xoxo

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