



# InGobo Events

## The Full Planning Package

Every detail from initial planning through the final toast is taken care of, allowing you to enjoy a worry-free wedding day.

Among the services provided is the selecting the perfect location, design of an invitation to set the tone, development of a unifying theme, while creating timelines and check lists.

The details of services for the Full Planning Package follow.

### PLANNING & PREPARATION

- ❖ Design Consultation to define your preferences, priorities, personality, taste and style, and then create a personalized event design and theme to be interwoven throughout all aspects of the wedding (from location, invitations, décor, attire, cuisine, etc.). The goal is to create a truly personalized experience that is uniquely yours.
- ❖ Budget and cost analysis to establish priorities
- ❖ Personalized budget spreadsheet and management – *Via Trello*
- ❖ Source location for ceremony and reception
- ❖ Personal attendance to Venue site tours (as needed)
- ❖ Personalized checklists and reminders
- ❖ Create event floor plan (as needed)
- ❖ Create detailed wedding day timeline for vendors and wedding party
- ❖ Ceremony planning & reception planning
- ❖ Detailed schedule for rehearsal, ceremony and reception
- ❖ Assistance in developing seating arrangements for the reception
- ❖ Assistance with selection of wedding attire and accessories
- ❖ Assistance with wedding party gifts
- ❖ Assistance with wedding favor selection
- ❖ Checklist of personal items needed for wedding day





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- ❖ Receive all personal items for ceremony & reception (i.e. place cards, guest book, toasting glasses, cake cutter, favors, etc)

## VENDOR SELECTION & MANAGEMENT

- ❖ Locate, verify availability and arrange vendor appointments
- ❖ Assist with vendor selection and contract negotiations
- ❖ Personal attendance to vendor meetings (as needed)
- ❖ Track vendor deposits, payment and due dates
- ❖ Distribute detailed setup & strike instructions
- ❖ Distribute wedding day timeline for vendors
- ❖ Distribute driving directions and maps
- ❖ Final confirmations to vendors by e-mail & phone (1 wk prior)
- ❖ Relay final head count to appropriate parties

## INVITATIONS & STATIONERY

- ❖ Assist with design, wording, printing and mail out of invitations
- ❖ Assist with mail or email out of invitations & RSVP tracking
- ❖ Assist with design, wording and purchase of ceremony programs
- ❖ Assist with place cards/escort cards

## WEDDING REHEARSAL

- ❖ Direct wedding rehearsal
- ❖ Organize wedding party for line up and placement
- ❖ Distribute timeline to wedding party
- ❖ Provide information on attendants' duties
- ❖ Rehearsal dinner arrangements
- ❖ Directions to rehearsal dinner location





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## WEDDING DAY SERVICES

- ❖ Wedding Day Director (Entire duration of event)
- ❖ One Wedding Day assistant coordinator (As needed)
- ❖ One Designated Wedding Party Assistant to attend to Bride, Groom, and Wedding Party (As needed)
- ❖ Setup supervision, overall management of wedding ceremony & reception
- ❖ Wedding Day Emergency Kit
- ❖ Assist wedding party with attire
- ❖ Manage the timing of the event with wedding party, family members and vendors
- ❖ Distribute flowers to wedding party and family
- ❖ Setup personal items for ceremony & reception
- ❖ Final inspections on setup, seating placements/count, table/place cards, décor, florals, etc
- ❖ Greet guests and assist with seating arrangements
- ❖ Attend to guests needing special assistance
- ❖ Cue ceremony processional & recessional
- ❖ Coordinate reception activities - grand entrance, first dance, cake cutting, toasts, cultural traditions etc.
- ❖ Distribute final payment and gratuities to vendors on behalf of client
- ❖ Transport gifts and personal items into designated car or hotel

NOTES: For Weddings in LA County, Orange County, and Inland Empire there is no traveling fees. Outside of those areas a minimum of 2-night reasonable accommodation and transportation reimbursement are required in the contract unless otherwise agreed upon.

Additional Day of Coordination Assistants are required for larger weddings (100+). Quantity & Cost will depend on a) Number of guests b) Location C) Duration of wedding day-including set up/breakdown time D) Amount and intricacy of personal décor to be set up and tore down

### PRICE:

**\$5,000- For Weddings in 2023**

**\$5,250- For Weddings in 2024 (booked in 2023)**

