



# InGobo Events

The **Partial Planning Package** is great for couples who would like to be hands on in the planning process.

InGobo Events will guide you through the steps leading up to and continuing through the wedding day. Advise on invitations, vendors, and etiquette are just a small part of the expertise provided.

The details of services for the Partial Planning Package follow.

## PLANNING & PREPARATION

- ❖ Approximately 6 in-person planning meetings
- ❖ Final details meeting (up to two weeks prior to wedding)
- ❖ Ceremony and Reception Site(s) walk through
- ❖ Assist with event design, theme, décor (and sourcing)
- ❖ Personalized checklists and reminders – *Via Trello*
- ❖ Create event floor plan(s) (as needed)
- ❖ Assist with Seating Chart planning (as needed)
- ❖ Create detailed wedding day timeline for vendors and wedding party
- ❖ Ceremony planning and reception planning
- ❖ Detailed schedule for rehearsal, ceremony and reception  
Recommendations or suggestions via phone or e-mail
- ❖ Checklist of personal items needed for wedding day
- ❖ Receive all personal items for ceremony & reception (i.e. place cards, guest book, toasting glasses, favors, etc)





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## VENDOR SELECTION & COORDINATION

- ❖ Review vendor contracts already in place
- ❖ Review vendor deposits and payments
- ❖ Additional vendor referrals (within budget parameters, verify availability)
- ❖ 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 week prior)
- ❖ Relay final head count to appropriate parties

## INVITATIONS & STATIONERY

- ❖ Advise on invitation etiquette and wording
- ❖ Assist with design of invitations
- ❖ Referrals to invitation/stationary vendors
- ❖ Assist with design, wording, and purchase of ceremony programs, menus, signage, etc.

## WEDDING REHEARSAL

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





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## WEDDING DAY SERVICES

- ❖ Wedding Day Director (Entire duration of event)
- ❖ One Wedding Day assistant coordinator (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 requested.

Additional Day of Coordination Assistants are required for larger weddings: 120-200 minimum 2 assistants required. 200-250 minimum 3 assistants required. 250-300 minimum 4 assistants required. 300+ will require 5 or more. Cost will depend on a) Number of guests b) Location of ceremony & reception C) Duration of wedding day

**PRICE: \$3,000**

