

WEDDING EVENT PACKAGES





When it comes to corporate there is no time to deal with unnecessary stresses. That is why we pride ourselves in delivering creative but professional event, without any error. Whatever your budget is, Gracious Fusion's excellent relationships with top suppliers and venue mean that we can negotiate the best prices, managing cost without compromising on style.

The innovative minds of Gracious Fusion can guarantee a worry free event which is available at a cost benefit to your company while making sure you have nothing less but a spectacular and unique event that will be thoroughly enjoyed.

WEDDING PLANNING PACKAGE

Premium Package

With this comprehensive package, you will have the luxury to relax and enjoy the months leading up to your wedding while Gracious Fusion attends to every last detail for you. We will manage every aspect of the planning process, accompany you to appointments, serve as your point-person with vendors and perform all of the legwork and negotiations on your behalf. Our most pampering service, the Platinum package, will transform the otherwise exhausting and complicated process of planning your wedding into a fun, creative, and stress-free experience.

Services include but are not limited to:

- Unlimited phone & email correspondence from day of contracted service through your event day
- Venue scouting & suggestions
- Coordinator's presence at unlimited site visits
- Customized list of preferred vendors
- Coordinator's presence at unlimited vendor meetings, menu tasting & design sessions
- Thorough review of all contracts
- Personalized event checklist and budget
- Appointment scheduling & reminders
- Guidance with music selection and speeches
- Assistance with custom invitation preparation and printing
- Packaging, weighing and mailing services for invitations
- Negotiation of prices & fees with all vendors

- Assistance in the development of creative ideas, defining your unique style, choosing a color palette and determining specific cultural rites and traditions for your event
- Etiquette advice and coaching
- Budget guidance & maintenance
- Order placement, delivery and pick-up arrangements of all rental items
- Assistance with preparation of seating charts, diagrams, table numbers, place-cards and favor tags
- Transportation and accommodation arrangements
- Assistance and advice for out-of-town guests
- Itemized packing list for the Bride and Groom for the rehearsal and wedding day
- Organization of a detailed event time line to be provided to you, your bridal party and family, as well as all vendors
- Assistance in arrangements for the rehearsal dinner
- Confirmation of all arrangements with venue and vendors prior to wedding day
- Coordination of the wedding rehearsal
- Complete wedding day management from start to finish – please see "Silver" package below for details

* As all of our packages are fully customized to your particular needs and wishes, exact pricing will be determined by the size and scope of your event, the range of coordination services and time required, the number of months lead time, and travel (if necessary).



The Gold Package

The Gold package is the perfect solution for those event organizers who wish to take a hands-on approach to the planning of their event, but would like the direction and assistance of a professional to make the process less overwhelming. You will receive all of the extensive consultation services that come with the Platinum package, but instead of having Gracious Fusion make the arrangements and execute the plans, you will carry out these tasks with our guidance. Our goal is for you to save time, money, and eliminate stress by supplementing your hard work with our expertise.

Services include:

- Unlimited phone & email correspondence from the day of contracted service through your wedding day
- Venue research & suggestions
- Customized list of preferred vendors
- Thorough review of all contracts
- Personalized wedding checklist and budget
- Assistance with selection of attire for bride, groom and bridal party
- Guidance with vows, music selection, and speeches
- Assistance with obtaining a marriage license
- Assistance with custom invitation preparation and printing
- Negotiation of prices & fees with all vendors
- Assistance in the development of creative ideas, defining your unique style, choosing a color palette and determining specific cultural rites and traditions for your event
- Coordinator's presence on menu tasting with caterer and baker, and advice with selection
- Etiquette advice and coaching
- Guidance with guest list management and seating planning
- Advice for out-of-town guest accommodations, activities, and welcome gifts



- Organization of a detailed event time line to be provided to you, your bridal party and family, as well as all vendors
- Confirmation of all arrangements with venue and vendors prior to wedding day
- Coordination of the wedding rehearsal
- Complete wedding day management from start to finish – please see "Silver" package below for details
- Organization of a detailed event time line to be provided to you, designated stakeholders, and all vendors
- Confirmation of all arrangements with venue and vendors prior to the day of the event
- Coordination of the event rehearsal activities (if required)
- Complete event day management from start to finish – please see "Silver" package below for details
- Conflict resolution

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The Silver Package

With all of the planning and organization for your event completed, it's time to let go of the reins and have Gracious Fusion step in to ensure that all your efforts result in an idyllic, memorable, and flawless event. As part of our Silver package, we will meet with you approximately one month before the day of your event in order to familiarize ourselves with every detail and nuance of your special occasion. In the subsequent weeks, we will work closely with you to create a thorough time line, determine final tasks, and contact your vendors to confirm all arrangements.

Services include:

- Coordination of rehearsal dinner
- Review of wedding day itinerary with bridal party and family members
- Full rehearsal of ceremony, including processional and recessional, with bridal party & family
- Instruction on seating plans and special arrangements for ushers
- Review of checklists with bride & groom
- Full wedding day coordination with the aid of at least one assistant
- Supervision of vendor arrival and set-up
- Assisting the bride & groom, family and wedding party with preparation and photo schedules
- Ensuring proper placement of place-cards, favors, programs, and other ceremony & rehearsal items
- Coordination with officiant, musicians, readers and soloists before ceremony begins
- Distribution of all personal floral pieces, including bouquets, boutonnieres, corsages, and flower girl accessories
- Organization of processional line-up and cues
- Preparation of the Bride for her walk down the aisle
- Final touch-ups to ceremony and reception areas prior to guest arrival

- Vendor cues throughout the course of the event, including assisting DJ or MC with scheduling, supervision of meal service, and other activities
- Liaison for all guest questions and concerns
- Collection and packing of any gifts and personal items such as toasting glasses, cake topper, cake knife and server, etc.
- Distribution of all gratuities to specified vendors
- Coordination with post-reception transportation
- Wedding day emergency kit, for all the circumstances we didn't plan for

** As all of our packages are fully customized to your particular needs and wishes, exact pricing will be determined by the size and scope of your event, the range of coordination services and time required, the number of months lead time, and travel (if necessary).*



Day of Coordination Package

This service is designed for our clients who have already planned their event 'to the T', but don't want to worry about anything on the big day and require day-of coordination services. Whether it's a corporate luncheon, off-site, or fund raiser, we know that you would rather relax, not worry about details, nor run around dealing with logistics. With our day-of coordination service we will manage all of the on-site logistics down to the last detail. Prior to the event, we will meet with you and walk through the details of your event. On the day-of your event, Gracious Fusion will take over so that you can relax knowing everything is taken care of. We offer a wide range of DOC services to suit every need. If you are interested in a service that is not outlined, feel free to ask. After all, it's your event your way!

Our day-of coordinating option will offer you:

- Two (2) hour consultation in order to gather all needed information about your event
- Walk through of all venues
- Event time-line, flow and itinerary
- Set-up and break-down
- Coordinate, trouble-shoot and manage all aspects on the day of the event
- Additional consultation can be added if necessary
- Design consultations
- Vendor/venue referral
- Budget guidance & management
- Time lines, schedules and checklists
- Bridal showers
- Spa/beauty treatment arrangements
- Assistance with destination weddings
- Honeymoon and travel arrangements
- Guest list management and RSVP services
- Rehearsal dinners
- Post-wedding day brunches (if selected)

