



Complimentary Travel Services.

- Provide options and suggestions for destinations, resorts, venues, wedding date and time and locations.
- Request quotes from suppliers; price and policy match with supplier to obtain the best contract; negotiate between suppliers and hoteliers for best available rates.
- Will be point of contact for the travel reservation to the supplier for wedding couple and guests.
- Handle all group travel contracts, invoices, manifests with suppliers/hoteliers.
- Present options and quotes to wedding couples and assist in making a final decision.
- Obtain guest list, wedding couples' booking details and deposit to create a group reservation.
- Create a wedding webpage housing all "need to know information" for your guests to see (prices, dates, group terms and conditions, etc.)
- Webpage capability for guests to book online
- Create a wedding e-invite to guest list.
- Monitor e-invite to ensure all guests have received and opened the invitation.
- Provide update to the wedding couple with who is confirmed.
- Book wedding date, time for ceremony and reception and locations if necessary with resort.
- Arrange and reserve/book the travel reservation for all guests who've confirmed in the group.
- Send out receipts/invoices and confirmation to each guest who has booked.
- Provide wedding couple with a confirmed guests list; updating it as changes occur.
- Available to assist with any questions, concerns or issues to the guests traveling.
- Send out e-reminders of important details or updates to the confirmed group.
- Collect and handle all of the group's payments, reservations, travel insurance, etc.
- Create and send out travel documents to confirmed group.
- Provide wedding couple with finalized group documentation (rooming list, flight manifest, group booking details, pertinent correspondence with supplier or hotelier regarding the group reservation.)

Investment- Complimentary.



Wedding Planning Services

- Provide wedding planning timeline.
- Assist couple with selection of wedding related items (flowers, décor, chairs, lighting, menu, color, etc.)
- Assist with planning the wedding ceremony (timeline, vows, music, décor, etc.)
- Assist with planning the wedding reception (timeline, menu, seating chart, décor, cake, music, etc.)
- Create a wedding day timeline for couple.
- Confirm wedding date and time with the resort.
- Confirm ceremony and reception location(s) with the resort or venue.
- Will be point of contact with hotels/vendors on your behalf for the entire wedding planning process.
- Handle all wedding contracts and invoices with hotels/vendors.
- Arrange salon and spa services for wedding party (trial, day of, hair, make up, etc.)
- Arrange wedding rehearsal (if requested.)
- Book photographer with resort or provide alternatives.
- Book DJ, MC, entertainment, etc.
- Request and provide quotes for specialized décor pieces (as requested by couple.)
- Recommend fun extras offered by the venue to suit the party (mariachis, cigar rolling, crazy hour, tequila tasting, etc.)
- Recommend, book and confirm group tours and excursions if requested by the couple (catamaran tour, golfing trip, city tours, etc.)
- Handle all legal requirements for legal weddings.
- Create wedding program to go out with travel documents.
- Review all wedding contracts and invoices.
- Send group guest list to resort or venue.
- Coordinate all payment details with wedding department at resort or venue.
- Discuss and review all final wedding details with couple.
- Provide couple with all confirmations, correspondence with venue or resort relevant to wedding celebration in an e-book for quick reference.

Investment- Complimentary for 2018 and 2019 bookings.

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