



#### **COMPLIMENTARY TRAVEL SERVICES:**

**Work with one of our specialists to find the perfect resort for your wedding and group vacation. We work with suppliers to get the best price and secure your group reservation. Providing you with e-invites and a wedding website with booking and payment capability for your guests 24/7.**

**This is ideal for the DIY couple.**

- 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.
- Obtain guest list, wedding couples' booking details and deposit to create a group reservation.
- Create a wedding website housing all "need to know information" for your guests to see (prices, dates, group terms and conditions, etc.).
- Website capability for guests to book online 24/7.
- Create a wedding e-invite to guest list.
- Monitor e-invite to ensure all guests have received and opened the invitation.
- Provide updates to the wedding couple with who is confirmed.
- Book wedding date and time for ceremony and reception and locations if required with resort.
- Once your group is booked and confirmed we will get you in touch with the resort/venue's onsite wedding coordinator.
- Send 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, payment reminders 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**

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#### **WEDDING PLANNING SERVICES:**

**Let our experts handle your wedding planning. We are industry specialists. We've planned countless wedding celebrations and our knowledge and experience is an asset to you. We work with your budget and know where money is well spent and where you can save money, while still having the wedding of your dreams. This is ideal for the couple who want the expertise of a specialist to help save them time and money.**

- 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 to suit the party (mariachis, cigar rolling, crazy hour, tequila tasting, etc.).
- Handle all legal requirements for legal weddings.
- Create wedding program to go out with travel documents.
- Review 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.

**Investment: \$2999**

**25% deposit is required at time of booking; remaining 3 equal payments to be paid throughout the course of planning. Total must be paid in full by 30 days prior to your wedding.**

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#### **ONSITE COORDINATION SERVICE:**

**Our onsite coordination service provides you with the ultimate attention. What's more personal than planning your wedding!? We've gotten to know one another, and we've got your back! Let us help plan and coordinate your festivities! From start to finish we are here for you; from budget allocation to selecting menus; from photography to DJs and everything in between; from décor and flowers, we are your go-to specialist to answer all your questions and create your dream day. Once all is planned to perfection, we will travel to your destination and be onsite with you during your destination wedding to go the extra mile and ensure your day is flawless.**

- Greet couple at resort upon check in.
- Guide wedding couple through check in process.
- Oversee wedding meeting and walk through with the resort coordinator and wedding couple.
- Oversee photography meeting with wedding couple.
- Escort bride to hair and make-up trial (if applicable).
- Coordinate rehearsal walk through (if applicable).
- Assist in any special requests throughout the wedding day that can be accommodated.
- Meet with resort coordinator on the wedding morning to ensure all is in order and confirm weather update.
- Escort bride and wedding party to salon to ensure everything is running smoothly.
- Check in to ensure wedding attire is delivered to the wedding couple.
- Check in on groom and groomsmen to ensure everything is running smoothly.
- Check in on ceremony site to ensure décor and set up is as discussed.
- Check in on cocktail site to ensure preparation is underway.
- Escort bride and bridesmaids to the ceremony site.
- During cocktail hour or photo session, check in on reception site to ensure all is set up and going as planned.
- Be on site until completion of wedding ceremony and reception.
- Provide direct line or whatsapp number to wedding couple to contact Wedding Butlers' wedding planner.
- Wedding Butlers' wedding planner will have all necessary and pertinent documentation and correspondence of wedding plans (emails with resort, emails with client, selection of menu, décor and other wedding related items, wedding contract, invoices, etc.).

Includes: Complimentary Travel Services and Wedding Planning Services

**Investment: \$4999 + travel**

**25% deposit is required at time of booking; remaining 3 equal payments to be paid throughout the course of planning. Total must be paid in full by 30 days prior to your wedding. Travel costs are recommended to be booked and paid for 10-12 months in advance. *Restrictions apply.***

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