

# Wedding Planning with Kristy Lea

## WEDDING PLANNING SERVICES

Kristy Lijesen has been a wedding planner throughout the Bay Area for over 15 years and ran her family venue in Santa Cruz for 5 years.

As your event planner, I will assure that you get the most out of your wedding day, in every possible way. All details, vendor coordination, decorations and timeline are taken care of, allowing you a stress free, fun wedding day with all your family and friends.

Your family and friends can enjoy you and your day while we do all the work! You are the bride, you shouldn't be carrying a clip board on our wedding day, you should be carrying your bouquet!

The bullet points below, are just bullet points. We put our heart and soul into your wedding day and your wedding day story. We go above and beyond any bullet point. Each wedding is different, so when we are there for you on your day, we make sure it's done the way you would want it. We are unique, we care and we are proud of the services we provide because when we see our couples at the end of the night and the smiles on their faces, then we know we did our job!

### *The following list of services is a base of what you can expect from your coordination services:*

- ☞ Planning and Month of Coordination Includes Kristy and her assistant Amy on rehearsal and on your entire wedding day
- ☞ You get me and my assistant Amy on the wedding rehearsal and wedding day
- ☞ 3 in person meetings: 2 prior to wedding day and 1 at venue for final walkthrough
- ☞ Unlimited emails and texts for planning help, wedding etiquette, contract reviews and wedding planning timeline plan
- ☞ Master time line made and sent to all vendors after approval from bride and groom
- ☞ Floorpan layout for all tables, vendor placement and decorations
- ☞ Become point of contact for venue and vendors while keeping you in the loop on everything
- ☞ Coordinate all wedding vendors: arrival, set up, sound checks, and be available for their needs throughout ceremony and reception.
- ☞ Assist wedding party with preparation of ceremony, toasts and bridal party announcements etc.
- ☞ First look preparations, help get you and your fiancé positioned for pictures
- ☞ Place table names/numbers, favors, toasting glasses and decorations on tables
- ☞ Ensure payment of vendor tips and balances at the end of the wedding night
- ☞ Oversee your vision and time flow throughout the entire day/evening
- ☞ Your biggest advocate: ensuring all details are seen through professionally
- ☞ The 'go to' person for parents, G'parents, and others that need special VIP care.
- ☞ Be prepared to meet any unexpected situation that may arise
- ☞ Make sure the timeline is on time and work with vendors for wedding flow and all timeline events
- ☞ Box up all decoration items at the end of the night and send gifts with appointed person
- ☞ Send all gifts with appointed person
- ☞ Send Bride and Groom with food "to go" box
- ☞ "Emergency Day Kit" provided by Kristy and Amy, makeup mirrors and full size mirrors

### *Rehearsal and Ceremony :*

- ☞ Run Rehearsal with entire Wedding Party with run through at least 2 times.
- ☞ Requires me to be onsite the day before the wedding day
- ☞ Run ceremony on Wedding Day, walk with wedding couple, prepare dress for walking and work with