

Wedding Planning with Kristy Lea

MONTH OF WEDDING PLANNING

Kristy Lijesen has been a Wedding Planner throughout the Bay Area for over 15 years and manages Villa Manresa in Santa Cruz, CA. I oversee the entire property for events and run all of the planning for my couples. With only 10 weddings a year at this estate, it does allow me to work outside of that venue and help other Bay Area couples with their wedding planning. I am always staying on top of the latest wedding trends by attending the Wedding MBA each year in Las Vegas and attend online and in person education seminars throughout the year.

As your Wedding Planner, I will assure you that all wedding details, vendor coordination, venue communication, decorations and your timeline are taken care of. This will allow you a stress free, fun wedding day with all your family and friends. They can enjoy your big day while we do all the work! You are the bride, you shouldn't be carrying a clip board, you should be carrying your bouquet!

The bullet points below, are just that...bullet points. We put our heart and soul into your wedding day because your wedding day is your love story. We go above and beyond any bullet point list because no wedding we do is ever the same. We want to make sure it's done the way you envisioned it to be. We care about our clients and we are proud of the services we provide them. Our favorite part of our day is when we see our couples at the end of the night and we see the smiles on their faces! When they hug us and tell us it was the best day of their lives, then we know we did our job and we did it right!

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
- Your planners Kristy and her assistant Amy on your wedding rehearsal and wedding day
- 3 - 4 in person meetings: 3 prior to wedding day and 1 at venue for final walkthrough and floorpan design
- Unlimited emails 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 and venue
- Floorpan layout for all tables, vendor placement and decorations
- 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 timeline flow throughout the entire day/evening
- We are 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

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 your DJ for ceremony processional.

