

Edna F. Dratch-Parker  
Professional Bridal Consultant™

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For Package pricing call: 781.856.1981

The Wedding Brander™ Services

## FOUNDATION

- Initial complimentary consultation
- Available through phone, email and face to face meetings (as needed)
- Create foundation checklist
- Provide recommendations and suggestions throughout process
- Provide professional vendor referrals
- Assist with professional vendor selections
- Schedule and attend vendor meetings (as needed)
- Provide List of questions for vendor meetings
- Work directly with vendors throughout planning process
- Assist with menu selection and catering negotiations
- Assist in contract review
- Finalize contracts with bride/groom & vendors
- Assist in budget management
- Etiquette advice
- Assist in ceremony details
- Assist for out of town guests hotel selection, block rooms/details
- Coordinating transportation for bridal party and guests
- *10% service charge for full tented rental coordination*

## CREATIVE/BRANDING

- Develop signature style, décor and vision of event
- Establish a style and color theme
- Collaborate with vendors to achieve event design
- Create/develop overall look
- Industry knowledge of vendors and resources

Examples below (design, printing/assembly costs are additional)

Room/Tent layout & design  
Rentals and linens/tent/chairs etc  
Invitations  
Save the date packages  
Welcome letters  
Ceremony program  
Menu cards  
Escort cards  
Place cards/poster seating  
Table numbers/names  
Party favors  
Bridal party gifts  
Hospitality baskets  
Amenity baskets  
Bridal accessories  
Guest sign-in books  
Posters/photos  
Wedding accessories (flutes, cake knife, garter etc)

## WEDDING DAY MANAGEMENT

Begins one month in advance

- Confirm all details and time line with vendors
- Create a comprehensive time line schedule for vendors and wedding party
- Provide event coordinator for up to 8 hours
- Full on site assistance
- Collaborate with vendors and assist them with any issues
- Assistance for Bride/Groom and wedding party & immediate family
- Assist with vendor deliveries
- Make sure room is set with linens, menu's, favors & flowers
- Oversee place cards arrangement
- Place baskets in bathrooms
- Make sure set-up of reception is correct
- Prepare entrance of bridal party
- Ensure all vendors receive final payments
- Ensure proper wrap-up of the event
- Coordinate transportation schedules
- Assist in wedding rehearsal

## TOTAL PACKAGE

- Includes all above services

## ADDITIONS ~ Pricing based on scope of project

- Coordinate rehearsal dinners
- Coordinate shower
- Coordinate bachelorette parties
- Weekend activities
- Bridal salon appointments
- Day after brunch
- Honeymoon arrangements & travel
- Production/Assembly of items (invites, gift bags, etc)

## CUSTOM PACKAGES ARE AVAILABLE

*Clients outside 75 mile radius will incur addition travel costs.*

*Couples are responsible for payment of overnight accommodations if necessary*

