

The Wedding Brander™ Services

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For package pricing call: 781.856.1981

## 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 questions
- Assist in contract review
- Finalize contracts with bride/groom & vendors
- Assist in budget management
- Etiquette advice
- Assist for out of town guests hotel selection, block rooms/details
- Coordination of transportation for bridal party and guests

## 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

Some examples below (design, printing/assembly costs are additional)

Room/Tent layout & design  
Rentals and linens/tent/chairs etc  
Invitations  
Lighting  
Save the date  
Welcome letters  
Ceremony program  
Menu 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

## WEDDING MANAGEMENT

- Create a comprehensive timeline schedule for vendors and wedding party
- Confirm all details and timeline with vendors
- Provide event coordinator for up to 8 hours
- 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 reception & ceremony is set up
- Oversee place cards arrangement
- Assist in ceremony details
- Assist in ceremony rehearsal (if needed)
- Coordinate transportation schedules
- Ensure all vendors receive final payments
- Ensure proper wrap-up of the event
- Create a stress free wedding day!

## TOTAL PACKAGE

- Includes all above services

## ADDITIONS ~ Pricing based on scope of project

- Coordinate rehearsal dinners
- Coordinate shower
- Coordinate bachelorette parties
- Weekend activities
- Day after brunch
- Production/Assembly of items (invites, gift bags, etc)

## CUSTOM PACKAGES ARE AVAILABLE

- *Clients outside 75 mile radius of Boston will incur addition travel costs*
- *Couples are responsible for payment of overnight accommodations & parking if necessary*