

# LAST FORTUNE

## LOS ANGELES

### WEDDING PLANNING & DESIGN

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We will be with you from the beginning of the planning process to provide professional coordination and design concepts. All Last Fortune clients will be given access to face-to-face meetings and unlimited communication via email, phone and Face Time/ Skype.

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#### BUDGET ANALYSIS & BREAKDOWN

Provide a custom budget tracking webpage through Aisleplanner.com and send payment reminders throughout the planning process.

#### EVENT DESIGN CONCEPTUALIZATION, PRODUCTION & EXECUTION

Gather ideas based on your personality and style to determine design directions. Provide wedding design Aisleplanner/Pinterest board with ideas for floral, linens, rentals, stationary, etc.

#### VENUE RECOMMENDATION & SELECTION

Recommend venues based on style and budget and attend venue site visits. Communicate with venue throughout the planning process.

#### VENDOR RECOMMENDATIONS & SELECTIONS

Recommend vendors based on personality, style and budget. Attend consultations and assist in selection of vendors. Communicate with all vendors throughout the planning process.

#### SCHEDULE & ATTEND APPOINTMENTS WITH RECOMMENDED VENDORS

Refer and assist you in the selection of all your wedding vendors based on your specific need, style and budget. Ask questions and assist in the details with each of your vendors. Communicate with all vendors throughout the planning process.

#### REVIEW CONTRACTS AND AGREEMENTS

Review all contracts to be sure everything is covered prior to signing.

#### STATIONARY SELECTION

Help choose wedding stationary items based on your needs and style. Save-the-dates, invitations, programs, menus, escort cards and all other printed items will be taken into consideration.

#### MENU SELECTION & DETAILS

Work with you and the caterer/venue for a personalized menu. Provide display/serving ideas, arrange and attend the tasting.

#### FAVOR SELECTION RECOMMENDATIONS

Help source ideas and determine costs associated with these items. Favor assembly is an additional cost.

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## WEDDING DAY MANAGEMENT

The following items will be prepared and executed for the wedding day:

- ✓ Confirm with all vendors
- ✓ Verify final guest count with venue
- ✓ Create entire wedding day timeline and email to all vendors at least one week prior to the wedding
- ✓ Vendor contact list
- ✓ Bridal party contact list
- ✓ Confirm load-in and load-out times with all vendors
- ✓ Attend and direct wedding ceremony rehearsal
- ✓ Attend and direct wedding day
- ✓ Manage and oversee event set up
- ✓ Coordination of vendor arrival and load-in
- ✓ Assist bride and groom throughout the wedding day
- ✓ Emergency kit on site
- ✓ Two coordinators on site the day of the event for up to 10 hours (additional hours \$200/hour)

**PRICES ARE BASED UPON A CUSTOM PROPOSAL.  
PLEASE SCHEDULE A COMPLIMETARY PHONE  
OR IN-PERSON CONSULTATION TO RECEIVE  
YOUR CUSTOM PROPOSAL.**