



Regal Event Designs - Duchess Package

Regal Event Designs are experts in full-service wedding planning and design, partial wedding planning and wedding day coordination. Our team is comprised of wedding professionals that are passionate about breathing life into your wedding dreams and vision! The wedding day isn't just an event, but it's an experience that will be etched in your heart forever! We assure you that the journey to that day will be stress free and beyond memorable! We have built strong relationships with leaders both within the industry and beyond to collaboratively produce the perfect wedding. We pride ourselves in creating unique and custom designs that reflect our clients' very own style, making memorable experiences that will last a lifetime.

Duchess Wedding Package (Partial Planning)

**To have been completed by couple - wedding venue secured, save the date ordered/sent, invitations created and ready to send, hotel accommodations arranged and guest list completed*

*Tasks/ Items listed below are included in addition to the **Countess Wedding Package shown below***

- 4 personal consultations for meetings and vendor consultations*
- Vendor recommendations suitable to client's budget and taste to include: photographer, videographer, caterer, bar catering, band and/or DJ, florist, cake designer, stationer or invitation designer, and/or any applicable wedding professionals that are outstanding*
- Read and oversee all contracts executed by the client with wedding professionals*
- Wedding style consultation to review day of stationery items, floral and décor, linens, lighting, bride and groom's cakes, cuisine, favors, and other miscellaneous details*
- Arrange transportation and hotel accommodations for wedding party*
- Provide itinerary to the bridal party and select vendors participating in day-of activities*
- Discuss reception activities with vendors involved*
- Create floor plan and overview set-up logistics*
- Assist with seating chart management.*

Wedding Rehearsal Planning

- Delivery of wedding party gifts and wedding weekend itinerary*
- Coordination at the wedding rehearsal with the wedding party*
- Email timeline and important instructions to wedding party*

Countess Wedding Package (Day of Coordination)

- Ongoing contact via email and phone*
- Two personal consultations prior to the wedding*

- *Review and become familiar with wedding day plans, specific traditions and activities*
- *Floor plan and logistics overview at the venue*
- *Create master day of itinerary to be reviewed and approved by client- including schedules for vendor set-up, hair and make-up, and ceremony and reception activities.*
- *Discuss reception activities with vendors involved*
- *Finalize all remaining vendor payments*
- *Etiquette advice for need to know/sticky situations*
- *Read all contracts executed by the client with wedding professionals*
- *Correspondence with vendors selected to establish timeline for delivery and set-up*
- *Hair and Make-up schedule*
- *Execute Wedding Rehearsal with wedding party/ participants*

Wedding Day

- Complete wedding day coordination from set-up to break-down
- *One additional assistant on location for every 75 guests exceeding 150.*
- Provide Bridal Emergency Kit-custom preparation kit for the unexpected
- Organize bridal party flowers and pin corsages and boutonnieres
- Provide direction of ceremony procession & activities to family, wedding party, readers, ushers, musicians, and officiant
- Greet vendors and oversee the set-up of the ceremony and reception
- Assist photographer and organize wedding party and family members for pictures
- Bustle Bride's dress and freshen up make-up throughout the event
- Cue the members of band, DJ, Emcee and photographer/videographer throughout the reception activities
- Orchestrate the Grand Entrance, First Dance, First Welcome/Toast, Prayer/Blessing, Father/ Daughter Dance, Mother/ Son Dance, Toasts, Cake Cutting, Bouquet and Garter Toss (optional), Traditional Activities, Last Dance, and Grand Exit
- Coordinate with vendors for pick-up and break-down schedules
- Gather personal items from Bride's dressing room and put them in the getaway vehicle
- Gather gifts, toasting flutes, cake serving pieces, guest book, portraits, and all other wedding day accessories and return them to a designated person
- Return cake plateau and miscellaneous accessories to specified vendors (Within a 20 mile radius of Houston Metro Area)