

SYB

EVENT PLANNING



Wedding Services

Creating events that capture true joy!

SORAYA@SYBEVENTPLANNING.COM | WWW.SYBEVENTPLANNING.COM | PHONE: 978-996-8289

Full Wedding Planning & Design Services



For the Bride & Groom who wants to enjoy the fun of planning their wedding; let us take care of all the vendor research, managing and logistics!

Unlimited consultations via phone, email and face-to-face

Assistance with setting & keeping a budget

Research of vendors matching your budget and style

Schedule and manage vendor meetings

Review of all vendor contracts

Save the dates + Invitation Creation Assistance

Coordination of transportation for wedding party and/or guests

Research accommodations for out-of-town guests

Create wedding timeline

Schedule and manage all vendor meetings attend meetings when needed

Assistance with wedding etiquette

Review of rental and linen orders

Managing ceremony rehearsal

Full onsite day of assistance at ceremony and reception

Delivery of final payments to vendors

**Website creation, invitation mailing & RSVP management are not offered*



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Establishing a style for your wedding

Selecting linens & rentals

Design invitation/Printed materials

Favor ideas

Lighting design

Cake design

Floral design

Specialty embellishments

Draping & custom backdrops

Dessert table creation

This service also includes attending all vendor meetings for support and guidance

À la Carte Wedding Service

À la Carte Services to be designed around your specific needs.

Some of these services include:

Finding a Wedding Ceremony Location + Reception Venue

Budget Planning

Catering Services

Ceremony Logistics + Management

Design Assistance

Destination Management

Food & Beverage Management

Review of Contracts

Rehearsal Dinner Location & Coordination

Vendor Research & Selection

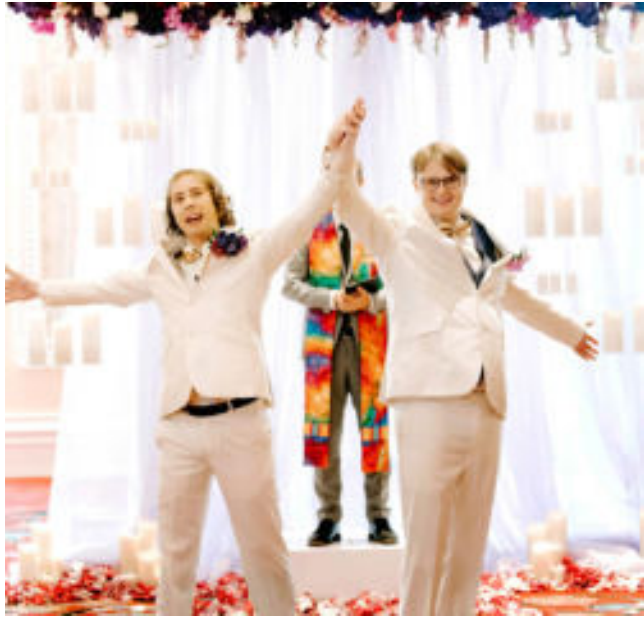
Welcome Bag Assembly & Delivery



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Month-of Wedding Service



Beginning 5 weeks before the wedding date.

1 in person venue tour & meeting with the couple
Review ceremony logistics currently in place & give advice/opinion

Unlimited consultations via phone, email & face-to-face

Walk through of reception & ceremony location

Create wedding day timeline

Confirm all vendors, ensuring times,
directions and responsibilities are clear

Full on-site assistance at rehearsal,
ceremony and reception - Day Of

Minor set-up, favor cards, set out card box,
table numbers, any other little decoration details

Management of vendors on wedding day

Ensuring the couple, families & guests are catered to

Transportation coordination

Delivery of final payments and/or gratuity to all vendors

Manages schedule, secures gift table,
special item pack up at the end of the evening

**Couples must have all vendors selected prior to start date*

**Rehearsal practice - optional for this service.
If chosen there will be an additional price.*



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Additions

Wedding Venue Research
(pricing dependent on location)

Rehearsal Dinner & Location Planning

Weekend Events for Guests

Bridal Showers

Bachelorette/Bachelor Party Organization

Ceremony Logistics + Management



Catering & Bar Service

If you have everything covered but are in needs of catering & bar services, we offer this separately from the planning. Bar services can be optional, but cannot be done on its own. Month-of and Day-of Coordination can be added to this service.

Some of what is included in this service:

Help with menu selection and budget planning

Tastings can be done before any decisions are made

Wait & bar staff help with table settings, set up, service and clean up

Linens, napkins, china & glassware upgrade

Liability insurance & Liquor liability for venue's



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