

# Once Upon a Time Package: Partial Wedding Planning

If you are a bride or groom who wants to do some of the planning on your own, but you still need guidance on some details and you want someone to manage your wedding day, then this package is perfect for you.

This package includes the following:

- MONTHLY consultations & planning sessions. Consultations will be in person, via phone or Zoom as schedule permits.
- Unlimited email and phone help during the month prior to your wedding. Emails & phone calls received after business hours will be returned promptly the next business day.
- Includes help with final details such as designing table numbers, escort cards, guest amenities, favors, etc.
- Professional guidance on the etiquette involved in planning a wedding.
- Budget creation, allocation and financial management.
- Vendor coordination – includes recommendations, meetings (face to face meetings and phone/zoom/facetime meetings), contract review, and confirmation of final details one month and one week prior to wedding.
- Custom timeline with itinerary provided to all contracted vendors, assure all services are provided as contracted.
- Site Visits – Up to 3 Site Visits at venue for logistics and design planning.
- Final consultation will be the week of the wedding to finalize and review the details of your rehearsal, ceremony and reception. At this time, you will need to provide Magically Managed Events with any items that must be set up on the day of the wedding.
- Provide coordination and management of the rehearsal (up to 2 hours on-site).
- On-site wedding day management to coordinate, manage and troubleshoot the wedding day.
- Set up & display of your personal items (card box, escort cards, signage, small décor items, etc.) Florist or event Décor Company responsible for major décor items.
- Collect and deliver all wedding gifts & keepsakes after the reception.
- Other services may be added to this package at our normal hourly consultation rate.

Please note that our business hours are

Monday – Friday from 10am – 5pm.

Weekends are by appointment only.