

Celebrations

event planning

AT YOUR SERVICE

Designed for the busy couple, who do not have the time to locate sites, schedule interviews with service providers, and negotiate contracts along with all the other details that go into planning your wedding.

The At Your Service provides you with a Professional Wedding Planner who is with you every step of the way to help you plan and coordinate your special day.

- 10 Progress Meetings (final meeting held 10 days before wedding)
- Budget Development and Management
- Etiquette and General Wedding Guidance
- Customized Wedding Web site
- Service Provider Referral Service
- Schedule Service Provider Meetings
- Venue Research
- Guest Accommodation Research
- Contract Review and Negotiation
- Attendance at Service Provider Meetings
- Service Provider Confirmation
- Service Provider Payment Schedules
- Regular Progress Meetings
- Wedding Design and Concept Planning
- Reminder Notices and Planning Checklist
- Guests Accommodation
- Wedding Day Schedule of Events
- Wedding Planning Binder
- 1 Hour Rehearsal Coordination
- Full Day Wedding Day Management

To schedule a **FREE** consultation with *Celebrations Event Planning*, please contact:

Tarra Anthony at (202) 368-5722,
Syreeta Collier at (240) 535-1115
Or via email info@celebrationsep.com

Bringing Your Event to Life!