



STALI Full Service Planning

Research & Coordination: *We start by seeking out premiere wedding venues and services that will best fulfill your wedding vision. We will develop a detailed outline to include traditions, customs, colors schemes, a month-by-month planner and every other detail you would like to have on your wedding day. Coordination will include organizing and overseeing every element, large or small, managing your budget, timelines, and keeping in close communication with everyone involved in the success of your wedding.*

Budget: *Together we will discuss your financial parameters and develop a detailed budget spreadsheet for all aspects of your wedding.*

Style: *We will find you the perfect floral artists, rentals specialist, lighting technician, photographer, videographer and more to create your magical day. After the client has approved all vendors, the STALI team will act as a liaison between the vendors and the client to ensure a seamless event.*

Professional Design Renderings: *provide clients with a detailed design and layout plan, which will include site analysis, seating arrangements and color coordination. These blueprints will also be distributed to appropriate vendors and site professionals to ensure everyone is in sync*

Appointments: *STALI will verify availability, set appointments and accompany you to find and build the perfect team of vendors. We will also set all ceremony/reception site logistic and design meetings and all other vendor consultations.*

Timelines: *Beginning with our first consultation and continuing through our regular meetings, a monthly timeline will be made outlining both our responsibilities and your duties pre-wedding day. An extensive “day-of” timeline will later be created and distributed to all vendors to make sure that your day runs smoothly!*

All of the fine details incorporated in STALI full-service planning include our partial planning list as well as:

- *Unlimited vendor referrals of only the finest and most reliable vendors in the industry,*
- *Set up and attend meetings with service providers based on the clients needs, including but not limited to the categories of photography, videography, floral design, custom invitations, lighting and wedding cakes.*
- *Place orders for all rental items {chairs, linens, draping, furniture, dancefloor, specialty china. glassware, ect.*
- *Assist with selection of both the ceremony and reception entertainment.*
- *Provide referrals for gown boutiques (custom and retail), officiants, transportation, hair & makeup artists, tuxedos, ect.*

- *Assist Bride and Groom in the design and wording of all custom stationary including save the date cards, invitations, menu's and programs.*
- *Review proposals and terms of final contracts with referred service providers.*
- *Contact service providers for arrival times and communicate venue's procedures for unloading, set up and tear down.*
- *Creating and distributing wedding day itinerary to bridal party and vendors.*
- *Budget development & management*
- *Will lead you through the planning process step-by-step*
- *Setup & attendance of Venue tours*
- *Setup & attendance of all Vendor meetings*
- *Contract review of all potential Vendors*
- *Assistance with menu selection*
- *Attendance & suggestions at menu tasting*
- *Assistance with invitation/paper goods design & wording*
- *Provide lodging recommendations for out-of-town guests*
- *Help setup room block*
- *Distribution of welcome baskets for out-of-town guests*