

# PLANNING SERVICES

*All BLB Hacienda Weekend and Signature Wedding clients will receive the following exceptional service:*

- Unlimited contact with our planners via email or phone during regular business hours.
- Up to four (4) in-person meetings: one to get to know the client and details of their event, one for their tasting, one floral appointment, and one for a tie-down meeting prior to the rehearsal.
- Up to ten (10) hours of on-site assistance at a single location on the event day.
- Booking all vendors included in the client's proposed package.
- Assisting in floral selections and communication with the florist.
- Providing additional vendors and services to enhance the couple's selected wedding package.
- Confirming all vendors' insurance policies meet venue requirements and that the vendors have turned those policies into us and the venue.
- Assisting in placing personal items for the ceremony, cocktail hour, and reception (guest book, programs, unity ceremony, place cards, favors, cake cutting set, champagne flutes, etc.).
- Orchestrating the processional and recessional; ensuring musicians have all song selections.
- Working with the band/DJ to establish timing for all events, and cuing music.
- Escorting guests from ceremony to cocktail hour and reception.
- Providing the client with information on obtaining their marriage license and connecting them with the officiant to arrange ceremony details for their wedding day.
- Creation of a detailed wedding day agenda to be shared with the venue and all involved vendors at least one (1) week prior to the event.
- Distributing and pinning personal floral.
- Access to our team's Wedding Day Emergency Kit.
- Making sure all events start on time.
- Directing the wedding party down the aisle.
- Assisting with collecting items needing to be moved from the ceremony to the reception.
- Assisting with a "room reveal" with the photographer and clients.
- Bustling the bride's gown (if desired).
- Working with the reception DJ or emcee for wedding party introductions.
- Coordinating any first dances or speeches taking place before or after the meal is served.
- Partnering with the DJ or emcee to help with event flow, directing the couple, wedding party, and guests accordingly for traditions like cake cutting, bouquet toss, etc.
- Remaining available to the couple and venue until the couple departs.
- After the reception concludes, ensuring all personal items are returned to their proper location based on the final inventory list, and that all wedding gifts are collected by the person the couple designates.