

# FINAL STAGES

This document outlines the final stages of your wedding planning experience! Please complete by reading thoroughly and initialing.



## FINAL PHASE SCHEDULE

Approximate times based on schedules and timeliness

- Seven weeks prior to wedding- detail Tracker due
- Six weeks prior to wedding- Final Details Meeting; client wraps up vendor conversations
- Five weeks prior to wedding- planner emails vendors
- Four weeks prior to wedding- Final Walk Through; client provides décor instructions to planner
- Three weeks prior to wedding- client reviews vendor feedback and questions
- Two weeks prior to wedding- planner provides final docs to client to approve
- 1 week prior to wedding- final docs are sent to vendors & wedding party, no more changes are permitted

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## VENDOR COMMUNICATION

- Please wrap up any current conversations with vendors within 1 week of the walkthrough.
- Please let them know they will soon hear from BURST Event Co and that you give permission for them to finalize things with your planner and indeed prefer that process.
  - We will begin contacting all of them to reconcile.
  - We will let them know that we are your POC moving forward.
  - If they contact you without copying us, please reply by copying us or forwarding the email to us to handle on your behalf.
- You will begin receiving final payment invoices from vendors. Make sure your credit card company is aware of your purchase volume, so your card is not flagged for fraud and canceled.
- You will also receive automated emails from their software.

- Sometimes, clients cannot tell it's a template and they become nervous, thinking those things were already handled.
- Simply forward all emails to your planner to verify or assist.

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## DÉCOR + DETAILS

- Décor instructions are due 30 days prior to the wedding. You must
- Unwrap
- Assemble and alphabetize things
- And packing by area is helpful: "ceremony" altogether, "sign in table" altogether, etc.
  - As a reminder, our contract states that we are not providing floral services.
  - If ceremony flowers are being repurposed, your florist will be asked to provide that flip and it may impact your final invoice.
  - Your florist must also be contracted to tear down at the end of the night.
- As another contractual reminder, BURST Event Co does not accept shipment of wedding day items for storage and does not transport items from rehearsal to ceremony or ceremony to reception.
  - When delivering your decor to the venue, please place in the reception area when permitted by the venue.
- Affordable detail tips to enhance photography (NOT required!)
  - Dress up your head table by upgrading china, flatware, linens, napkins or glassware. Perhaps had place cards or garnish to the top of each place setting. Even if doing a buffet, this is pretty for a VIP section.
  - Provide ribbon, pretty platters or trays, maybe a small mirror or other details to be photographed with your invitations and rings.
  - Provide at least minimal greenery for signs.
  - Have your shoes, veil, invitations, and other accessories and details available first thing for when the photographer arrives.
  - Include a nice bottle of champagne, bring your nail polish or pretty perfume bottle. A ring dish! Velvet or decorated ring boxes are a beautiful touch.

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## GRATUITY & FINAL PAYMENTS

- Please see the *Gratuity* file in the Planning Documents folder
- If providing gratuity or final payments
  - Please provide to the planner in sealed envelopes when they arrive.
  - If any vendors leave prior to receiving their envelope, it will be returned to you.
  - You will be asked to sign off on what you gave your planner.
  - If any issues arise with a vendor, they will not be given their gratuity without your added approval.

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## SEATING ASSIGNMENTS

- Follow up with straggler RSVPers the day after responses are due.
- To set expectations for you early
  - This will be a tedious and frustrating task.
  - Guests will change their RSVP and it will move everything around.
  - We will submit “final” documents to the caterer per their deadline (typically 10-14 days in advance).
  - If changes occur after that, please wait until the day before the wedding to send “final final” seating changes. Too many updates can get confusing and create bigger problems.
- If your inclement weather seating plan is different than your original plan, you will need to have a chart created for Plan B as well.
- Please use the Seating Assignment spreadsheet provided to track your guests in two different ways. We need them in alpha order and by table number so please note the two tabs.
  - In your alpha document, note any dietary restrictions, children, or non-drinkers.
  - 60” round tables are better for 8 people if doing family style. But they can seat up to 10 people if needed. Talk to your caterer and florist to determine space. Please don’t do fewer than 6 people.
  - 72” rounds can seat 10-12 people.
  - Start with your layout, number the tables, then build your assignments. This keeps things in an intuitive order for guests when they walk into the room, keeping Table 3 and Table 4 beside each other.
  - Place your VIPs near the head table.

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## GIFTS & PERSONAL ITEMS

- As a reminder: BURST Event Co is not responsible for any lost, stolen or damaged property on the Event Date or at the rehearsal, including but not limited to personal property, venue property, decorations, ceremonial items and rental items.
- As you open gifts from your partner, please place them safely in your overnight bag.
- Cards from the card box will be placed in your overnight bag or given to a VIP.
- Please designate cautious drivers that will limit the risk of things breaking on the way home. Once an item is packed by our team, we are no longer responsible for it’s well-being. Please be reminded that many hands touch the items and things happen in transporting and storing items due to handling, temperatures, etc.
- It’s not uncommon for items to go missing at the end of the night when a well-meaning guest takes something during clean up, thinking it was left behind by accident. Therefore, we are not responsible for lost or stolen items and ask that you please check with friends or family until the item shows up.

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## ALCOHOL

- Don’t forget to provide any specialty drink recipes if you have something special in mind.

- Make a plan for who is taking home the unopened AND opened alcohol. You will need to dedicate a car for this as sometimes there is a lot leftover.

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