

FINAL PHASE SCHEDULE

This timing may ebb and flow based on scheduling availability & timeliness of communication, but this is the general plan for the months leading up to your wedding day:

- 3 months prior to wedding: Final Details Meeting; client wraps up vendor conversations
- 6-8 weeks prior to wedding: Planner sends reconciliation emails to all vendors and schedules final walkthrough; client submits Final Stages document
- 4-6 weeks prior to wedding: Final walkthrough at venue
- 4 weeks prior to wedding: Client submits Decor Agreement, Decor Instructions, What Would You Do, and Wedding Day Surprises documents
- 2 weeks prior to wedding: Client finalizes & provides approval for Decor Instructions and final timeline; Planner sends Wedding Weekend Itinerary to wedding party & VIPs
- 1 week prior to wedding: Planner sends final docs to vendors & client

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VENDOR COMMUNICATION

- Please wrap up any current conversations with vendors within 1 week of your Final Details Meeting.
- 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 prefer that process.
    - We will begin contacting all of them to reconcile.
    - We will let them know that we are the main point of contact 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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DECOR + DETAILS

- The Decor Instructions document is due 4 weeks prior to the wedding. You must:
    - Unwrap everything.
    - Assemble and alphabetize things.
    - Pack by grouping: ceremony in one box, reception in another. Label the outside of your box so we know what is inside while sorting and unloading.
    - 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 ceremony to reception.
    - When delivering your decor to the venue, please place it 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 Guide document in the Planning Documents folder.
- If providing gratuity or final payments: *(Note: We recommend paying all final balances before the wedding day)*
    - Please provide them to your planner in sealed envelopes at your ceremony rehearsal or when they arrive on wedding day.
    - 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.
    - BURST Event Co is not responsible for any lost or stolen gratuities.

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SEATING ASSIGNMENTS

- Follow up with straggler RSVPers the day after responses are due.
- To set expectations for you early:
    - Seating assignments can be a tedious and frustrating task.
    - Guests may 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 Guest Tracker spreadsheet provided to track your seating arrangements. We need them in alpha order and by table number so please note the two tabs.
    - 60" round tables are better for eight people if doing family style. They can seat up to 10 people if needed. Talk to your caterer and florist to determine the best use of space. Please don't do fewer than six 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 designated 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 its 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 if applicable. You will need to dedicate a car for this as sometimes there is a lot left over.
- BURST Event Co does not guarantee that leftovers will be packed up and provided to the client This is at the discretion of the caterer, venue, baker, etc., based on health codes.
- BURST Event Co does not serve food or drink to guests

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