

Photo credit: Sabrina Autumn Photography



Tell Harring



BUDGET

Detailed budget spreadsheet with budget vs actual payment broken up into each vendor category

CONTRACTS

Review of all vendor contracts prior to signing

COMMUNICATION

Unlimited Client / Planner meetings & communication

Individual shared drive with customized monthly planning check list

Unlimited Vendor Meetings,

INVITATIONS

Invitation assembly & mailing (postage not included)

RSVP Management (digital or paper)

TIMELINE

Creation of a detailed wedding day itinerary, shared with vendors for review

EMERGENCY KIT

Use of full Emergency Kit

Venue research & selection after understanding your vision, style & budget Bi-weekly/Monthly calls to discuss planning progress

Preferred Vendors List, many with Janova discounts

DESIGN

Creation of a design per your color palette. Full concept & design put into place. Venue Floor Plan & other event day logistics.

HOTEL **ARRANGEMENTS**

Assistance in arranging hotel accommodations /blocks

REHEARSAL

VENDOR COMMUNICATION

Rehearsal Management Act as main liaison between the vendors, Assistance with establishing rehearsalvenue, and couple for the entirety of the dinner location planning process. Confirmation of all arrangements with vendors and services.

WEDDING DAY

Collect & coordinate final payments for vendors and/or gratuities

Collect wedding day items from couple (marriage license, guest signage, cake
knife, cake topper, toasting flutes, candles, favors, place cards, DIY)

Direct all vendors, etc of where to set up.

Line up and cue the wedding party/musicians for the ceremony.

Give marriage license to officiant

Per our design notes, we manage set-up & design plan for wedding day.

Ceremony, Cocktail hour & reception set-up

Minimum of 2 coordinators on site day of wedding. (pending guest count)

Distribute bouquets and pin flowers on attendants and family members

CLEAN UP

Our team handles clean up after reception including decor, vendor communication of contracted time to leave the facility, removal of linens, etc. We also pack up all personal items to pass onto the delegated individuals.

TIME MANAGEMENT

Manage the flow and timing of the ceremony and reception to ensure timeline is kept.

Bustle the wedding gown

Line up & cue wedding party/DJ for reception introduction.

Assist band/DJ & photographer in cuing important events (toasts, cake cutting etc)

Decor available for rent

Photo credit: Sabrina Autumn Photography

Partial lawying Vendor communication



EMERGENCY KIT

Use of full Emergency Kit

REHEARSAL

Coordination of ceremony rehearsal



Assistance with food & beverage decisions Act as liaison with vendors, venue, starting 90 days prior to the wedding

Confirmation of all arrangements with vendors & services

DESIGN

Assistance with design & decor concepts. Create reception floor diagram

COMMUNICATION

Four (4) Client/Planner meetings to discuss budget, design & logistics Three (3) Vendor meetings that the planner will attend with the couple (florist, bakery, catering, etc)

Unlimited contact via email or phone Monthly email "check-ins" to check on status of planning Monthly planning checklist Preferred Vendors List

BUDGET

Review current budget and help make any necessary changes, adjustments, or cost

PARTIAL PLANNING

WEDDING DAY

Collect & coordinate final payments for vendors and/or gratuities

Collect wedding day items from couple (marriage license, guest signage, cake knife, cake topper, toasting flutes, candles, favors, place cards, DIY)

Direct all vendors, etc of where to set up.

Line up and cue the wedding party/musicians for the ceremony.

Give marriage license to officiant

Per our design notes, we manage set-up & design plan for wedding day.

Ceremony, Cocktail hour & reception set-up

Minimum of 2 coordinators on site day of wedding. (pending guest count there may be additional)

Distribute bouquets and pin flowers on attendants and family members

Decor available for rent





Photo credit: Real life Fairytales Photo + Film

Month of Coordination

Planning a DIY wedding can be so much fun. This package allows the couples to take on the reins of all the wedding plans and we come in the final 30 days to tie it all together & allow you to enjoy your big day amongst your guests.



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venue walk through for final logistics beginning 30-45 days from wedding

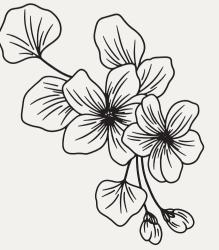
General planning checklist and Preferred vendors list

Create reception floor diagram

Act as liaison with vendors, venue starting 30 days prior to the wedding Confirmation of all vendor arrival times

REHEARSAL

Coordination of ceremony rehearsal



EMERGENCY KIT

Use of full Emergency Kit

TIME MANAGEMENT

Manage the flow and timing of the ceremony and reception to ensure timeline is kept.

WEDDING DAY

Collect & coordinate gratuities for vendors

Collect wedding day items from couple

Direct all vendors, etc of where to set up.

Line up & cue the wedding party for the ceremony.

Manage set-up & clean up for wedding day.

Decor available for rent

We guide you through the Planning process
We create the best Design to suit your aesthetic
We provide Decor rentals to choose from
We create Floral arrangements to fit any budget
We create digital designs for your signage

We're with you the every step of the way

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