



JANOVA *Events*

Planning
Design
Decor
Florals

We're with you every step of the way

Photo credit: Sabrina Autumn Photography



Full Planning



Photo credit: Sabrina Autumn Photography

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,

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

Preferred Vendors List, many with Janova discounts

INVITATIONS

Invitation assembly & mailing
(postage not included)

RSVP Management (digital or paper)

DESIGN

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

TIMELINE

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

EMERGENCY KIT

Use of full Emergency Kit

HOTEL ARRANGEMENTS

Assistance in arranging hotel accommodations /blocks

REHEARSAL

VENDOR COMMUNICATION

Rehearsal Management Assistance with establishing rehearsal venue, and couple for the entirety of the dinner location

Act as main liaison between the vendors, 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 Planning



Photo credit: Real life Fairytales Photo + Film

EMERGENCY KIT

Use of full Emergency Kit

REHEARSAL

Coordination of ceremony rehearsal

VENDOR COMMUNICATION

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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Photo credit: Pine & Forge



Photo credit:Pine & Forge



COMMUNICATION

1 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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