



## The Crystal Package

At San Antonio Wedding and Event Consultants we understand how hard the wedding planning process can be for a busy bride. We strive to make the planning process simple, stress free, and cost saving for our brides. This package suits the bride that desires to be hands-on in the wedding planning process, but appreciates the need for additional professional assistance. A Wedding Specialist will become your assistant in the planning process, helping guide you through your decision making process. Together we will decide on venues to visit, vendors to use, décor and more. Then San Antonio Wedding and Event Consultants will schedule the appointments, negotiate in advance, and guide and assist you through the decision making process.

The Crystal Package includes all the details of The Silver Lining Package, as well as incorporates additional planning, décor and design, and personalized services.

**Let our team of wedding professionals assist you in planning and décor as well as see to the details of your wedding weekend, with our Crystal Package.**

The Crystal Package



### Pre Wedding Activities

Our first step will be a consultation with the bride and groom to discuss plans already in place and determine the areas in which they will need additional assistance.

#### Coordination and Consultation

- Bride will receive a *minimum* of two 1 hour pre-scheduled planning sessions per month leading to the week before wedding. (Additional meetings will *always* be scheduled if we need them, or at the brides request).
- Unlimited phone conversation and e-mail sessions. We will be available any time you have a request, question, or concern.
- San Antonio Wedding and Event Consultants (SAWEC) will schedule and attend all vendor meetings. (From ceremony and reception venues to floral, photography, hair and make-up, linens and décor rental, invitations and paper products, musical entertainment, and much more, we will be there with you.) We will negotiate and interject in the best interest of the bride. We will also provide you with a budget for each vendor, and make sure the vendor is aware of budget before and during meeting.
- SAWEC will provide Ceremony/Church representatives, Venue representatives, and Vendors with all requested and necessary details, numbers, and information. We will also provide the bride with all the details, requirements, and necessary information that the venue/vendor requests or requires.
- SAWEC will distribute deposits and payments to ceremony location, reception venue, and vendors by the date requested in their contract. Bride will receive monthly reports of payment history and future payment schedules.
- SAWEC will prepare and maintain a monthly task list, to be distributed to the bride. (Fiscal month begins on wedding date of each month.) We will send reminders of items that should be completed by certain dates, and assist you in seeing to the completion of these items.
- SAWEC will provide engagement announcements to the chosen newspaper\*. (Bride is responsible for the costs.)
- SAWEC will provide you with an online LOGIN for you to upload your guest list into our wedding program. We will then maintain a list of wedding guest and attendance responses to be updated weekly, or at bride's request.
- Based on your uploaded wedding list (can be revised at any time) SAWEC will assemble and prepare your wedding invitations for mail delivery\*\*. (bride is responsible for postage costs).
- SAWEC will maintain wedding party list and contact information. We will inform them of fittings and attendance responsibilities.
- SAWEC will advise and assist in decoration and design choices, as well as provide you with a number of design options and ideas.
- SAWEC will provide ceremony and reception layouts, and prepare table and seating charts, based on guest list and brides requests.
- SAWEC will provide samples of, shop for, order, and complete the compilation of wedding favors.
- SAWEC will arrange hotel blocks at the hotel of choice for out of town guests. We will inform out of town guest of hotel selection and reservation contact information.
- SAWEC will shop for and compile out of town guest's welcome baskets .(Bride will determine amount per basket and be responsible for cost of).
- SAWEC will attend and assist bride during bridal portrait session.

### **Pre Wedding Activities (Week Of)**

#### **Vendor and Additional Coordination**

- SAWEC will follow-up with ceremony/church representative, reception venue, and vendors on any changes of wedding details and numbers.
- SAWEC will coordinate delivery and set up times between vendors and venue, and provide detailed timelines to bride, and venue representatives, as well as have a coordinator onsite at time of deliveries.
- SAWEC will distribute final payment to vendors by the date requested in their contract.
- SAWEC will deliver welcome packages to out of town guest.
- SAWEC will pick up and deliver bridal portrait to reception venue.
- SAWEC Attend final bridal gown fitting, ensure gown is steamed, and deliver to bride.

#### **Rehearsal and Wedding Ceremony Preparation**

- SAWEC will review and coordinate rehearsal and ceremony with officiate, wedding party, and vendors. To include assistance in preparing ceremony order of events.
- SAWEC will prepare and distribute a timeline of events for all wedding activities, to bride and all necessary bridal party and family members.
- SAWEC will provide etiquette and third party advice.
- SAWEC will attend wedding rehearsal, and assist/or run the order of ceremony.
- SAWEC will discuss proper usher etiquette, and wedding party responsibilities with the wedding party.

## Wedding Day Activities

### Ceremony

- SAWEC will make sure marriage license is at church.
- SAWEC will ensure all ceremony articles are at the ceremony, to include rings, flower girl baskets, ring bearer's pillow.
- SAWEC will assist bride, groom, bridal party and family in any capacity required.
- SAWEC will distribute bouquets, pin corsages and boutonnieres.
- SAWEC will provide an "anything you could possibly need" kit.
- SAWEC will ensure that timeline is adhered to.
- SAWEC will assist Wedding Party in preparations to walk down aisle.
- SAWEC will assist Wedding Party and Family after ceremony with photos.
- SAWEC will assist Wedding Party and Family in departure to reception.
- SAWEC will Notify Wedding Specialist at reception of Wedding Party ETA.

### Reception

- SAWEC will organize and set up any photos, seating cards, reserved signs, bridal portrait, cake cutting utensils and toasting glasses, guest book, and pen, as well as any other item requested by bride and groom.
- SAWEC will oversee all vendor deliveries.
- SAWEC will oversee venue décor, floral, DJ, and any other vendors to ensure that all is carried out according to bride and grooms requests.
- SAWEC will provide additional décor services with décor provided by outside vendors, the bride, or rented from San Antonio Wedding and Event Consultants.
- SAWEC will coordinate reception timeline with DJ prior to start of wedding.
- SAWEC will assist in bustle of bride's gown upon arrival.
- SAWEC will notify DJ/Band of bridal party arrival for announcement of Bride and Groom.
- SAWEC will ensure all wedding reception activities (IE: receiving line, invocation, toast, dinner, dances, cake cutting, etc.) are adhered to as bride and groom have planned.
- SAWEC will coordinate send off per bride and grooms request.
- SAWEC will package a meal and slices of cake for bride and groom to take from reception.
- SAWEC will call for limo or get away car to be brought around.
- SAWEC will prepare remainder of cake to be delivered to designated car.
- SAWEC will load gifts and keepsakes after reception into designated car.
- SAWEC will prepare all rental items for return and place in designated car.
- SAWEC will deliver wedding gown to location of bride's choice.
- SAWEC will deliver bridal bouquet to Preservation Company.
- SAWEC will provide bride with a boxed set of all wedding literature and keepsakes.