



Full-Service Package

*If you have a full, demanding schedule, live outside of the area, or simply desire having your wedding planner with you every step of the way, **full-service wedding coordination** is perfect for you.*

Events by Lexi will research the availability of our recommended providers and guide you through your meetings and the entire hiring process from what questions to ask to contract review. Having your planner involved in this process helps ensure that all of your wishes are carried out in detail and avoids miscommunication.

This package includes:

Pre-Wedding Day

Initial and Ongoing Preparation

- During your initial strategy meeting, you will spend personal time with Lexi sharing the vision for your wedding. You will talk about everything from the fun details to your planning timeline to your budget. After this meeting you will have a clear vision of how wonderful the rest of your planning process will be.*
- Ongoing etiquette and protocol advice*
- Assistance with venue selection if needed*
- Proofreading of all printed materials such as invitations and programs*
- Up to 6 1.5-hour regular progress meetings, in person or online.*
- Regularly scheduled calls during your wedding planning process*
- Use of "WED TEXTS" to keep wedding party, parents, and guests up to date. This is an amazing tool that makes your wedding an enjoyable experience for everyone involved.*

Budget Formation & Guidance

- Lexi will help you develop a wedding budget and will be with you every step of the way to let you know if you are going over in a certain area and where you are saving so you can avoid any surprises.*
- You will receive payment reminders from Events by Lexi for all wedding professionals to make sure you stay on track.*



Coordination of Providers

- *If you are still in search of the perfect setting for your wedding, Lexi will help with venue research, after understanding your vision, style and budget. Lexi will schedule and attend up to four venue tours/site visits with or for you.*
- *We will check the availability of wedding professionals that are a great fit for you and help you arrange their services including attending up to two meetings per category.*
- *Lexi will personally review the contract with each of your providers.*
- *Lexi will help you secure room block accommodations at up to 4 hotels for out-of-town guests*
- *Lexi will provide ongoing communication with each of your wedding professionals, so they have everything they need to fulfill your wishes including providing them with their individual, final timelines.*
- *Schedule and attend final meetings with Venue, Caterer, and DJ/Band.*

Wedding Rehearsal

- *Lexi will personally be at your wedding rehearsal so you can relax and enjoy yourselves. She will work with your officiant to efficiently take your family and wedding party through the ceremony.*
- *At the rehearsal, you will be able to hand over all items for your wedding from the guest book to any remaining payments and gratuities for your professionals. This is when you can take a deep breath and know that your work is done and now you can just enjoy your amazing time.*

Direct Wedding Day Festivities

- *On the day of your wedding, Lexi and her staff will masterfully manage all of the moving parts to make sure no detail is overlooked, and will be your voice for your guests, wedding professionals, and wedding party, and everyone will know who to go to for any questions.*
- *Having your timeline overseen by a wedding expert assures that any last-minute changes are handled with ease so everything will fall into place.*
- *Staff with Events by Lexi does not hang décor from ceilings or place any décor that needs a ladder to do so.*
- *Lexi and her staff will be there from set-up until the last detail is taken care of for up to 9 hours.*