

Harper Bond Events

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|---|--------------------------|----------------------------|----------------------|
| Personal Meetings | <input type="checkbox"/> | Number of 2 hour meetings: | <input type="text"/> |
| Venue and vendor recommendations | <input type="checkbox"/> | | |
| Budget management | <input type="checkbox"/> | | |
| Assistance with development of theme, design, and color concept | <input type="checkbox"/> | | |
| Assistance with hotel accommodations | <input type="checkbox"/> | | |
| Assist with selection and assembly of favors | <input type="checkbox"/> | | |
| Transportation coordination for bridal party and guests day of the wedding | <input type="checkbox"/> | | |
| Creation and management of your wedding website on TheKnot.com | <input type="checkbox"/> | | |
| Creation of floorplan and rental orders (valid only for venues with existing room-schematics) | <input type="checkbox"/> | | |
| Rehearsal dinner planning | <input type="checkbox"/> | | |
| Personalized wedding slideshow | <input type="checkbox"/> | | |
| Coordinate arrival times with vendors | <input type="checkbox"/> | | |
| Confirm all vendor orders | <input type="checkbox"/> | | |
| Creation and distribution of timeline to vendors | <input type="checkbox"/> | | |
| Creation and delivery to hotel of out-of town guest gift bags: | <input type="checkbox"/> | Number of bags: | <input type="text"/> |
| Storage of personal and decor items, and delivery to venue day-of event | <input type="checkbox"/> | | |
| Provide marriage license information and name change information | <input type="checkbox"/> | | |
| Attend and Conduct ceremony-rehearsal and ceremony | <input type="checkbox"/> | | |
| Officiating services | <input type="checkbox"/> | | |
| Onsite coordination and management | <input type="checkbox"/> | Event working hours: | <input type="text"/> |
| Manage reception set-up (seating cards, menus, favors, guestbook etc.) | <input type="checkbox"/> | | |
| Distribute final payments - including gratuities | <input type="checkbox"/> | | |
| Coordinate who will take possession of gifts, cards, and other specified personal items after the reception | <input type="checkbox"/> | | |
| Return of vendors items after the event | <input type="checkbox"/> | | |
| Delivery of personal items to the couple the day after the event | <input type="checkbox"/> | | |
| Manage reception tear-down (place gifts and clients decor items in clients car after event ends) | <input type="checkbox"/> | | |