



# PACKAGES

[YOURRUNWAYEVENT.COM](http://YOURRUNWAYEVENT.COM)



# DAY OF | MONTH OF PLANNING

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## DAY OF/ MONTH OF PLANNING PACKAGE

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### **PRE- WEDDING DAY**

- Two (2) Client / Planner Meetings
- Unlimited contact via email
- Monthly e-mail "check-ins" to ensure the planning is running smoothly and on track
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc. with all of your vendors
- Detailed timeline will be sent one week prior to your wedding date to all vendors for review
- Confirmation of all wedding vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary

### **WEDDING REHEARSAL**

- Coordinate ceremony rehearsal (1 hour)
- Distribute extremely detailed wedding day itinerary to wedding party, family and attendants
- Collect/Coordinate final payments for specific vendors
- Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc (prior to wedding or day of rehearsal)

### **WEDDING DAY (ALL DAY COVERAGE)**

- One assistant coordinator
- Manage the flow and timing of the ceremony and reception.
- Act as liaison between wedding party, family members and vendors.
- Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies.

### **CEREMONY**

- Distribute bouquets and pin flowers on attendants and family members.
- Direct photographer, videographer, musicians, rentals, florist, etc. where to set up.
- Oversee set-up of the ceremony to make sure all commitments are fulfilled.
- Distribute final payments and gratuities as needed.
- Set up all ceremony décor not handled by a specific vendor (i.e, guest signing item, unity candles, programs, pictures, etc.)
- Direct Ushers with programs and seating distribution (optional).
- Line up and cue wedding party & musicians for ceremony
- Give marriage license to officiant & wedding rings are present
- Collect all personal wedding items and gifts and deliver to reception site or designated person.

### **COCKTAIL HOUR & RECEPTION**

- Set up all the reception décor not handled by a specific vendor (i.e., favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table design, etc.)
- Manage vendor set-up of reception and makes sure all commitments are fulfilled
- Bustle wedding gown
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e., grand entrance, parents dances, cake cutting, bouquet toss, etc.)
- Cue Bride & Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly.
- Gather all of clients ceremony and reception décor (one assigned person will need to stay behind to load into vehicle).

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## **NOTES**

ADDITIONAL ASSISTANCE WILL BE REQUIRED FOR LARGER WEDDINGS, SPECIFIC PROPERTIES, LARGER LOCATIONS, TRANSPORTATION, ETC. IN THIS INSTANCE, ADDITIONAL CHARGE FOR ADDITIONAL RUNWAY STAFF WILL APPLY. IF EVENT IS OVER 60 MILES FROM RUNWAY EVENTS BUSINESS LOCATION, AN ADDITIONAL TRAVEL FEE WILL APPLY.

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# PARTIAL PLANNING

## PACKAGE ONE - MINIMAL PLANNING



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## PARTIAL PLANNING PACKAGE | ONE

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### PRE- WEDDING DAY

- **Four (4) Client / Planner Meetings**
- **Five (5) Vendor meetings for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer, etc.**
- Unlimited contact via email
- Monthly e-mail "check-ins" to ensure the planning is running smoothly and on track
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc. with all of your vendors
- Detailed timeline will be sent one week prior to your wedding date to all vendors for review
- Confirmation of all wedding vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary
- **Review of current budget and help make any necessary changes, adjustments, or cost cutting suggestions**
- **Event Design, theme and décor assistance**

## **WEDDING REHEARSAL**

- Coordinate ceremony rehearsal (1 hour)
- Distribute extremely detailed wedding day itinerary to wedding party, family and attendants
- Collect/Coordinate final payments for specific vendors
- Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc (prior to wedding or day of rehearsal)

## **WEDDING DAY (ALL DAY COVERAGE)**

- One assistant coordinator
- Manage the flow and timing of the ceremony and reception.
- Act as liaison between wedding party, family members and vendors.
- Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies.

## **CEREMONY**

- Distribute bouquets and pin flowers on attendants and family members.
- Direct photographer, videographer, musicians, rentals, florist, etc. where to set up.
- Oversee set-up of the ceremony to make sure all commitments are fulfilled.
- Distribute final payments and gratuities as needed.
- Set up all ceremony décor not handled by a specific vendor (i.e, guest signing item, unity candles, programs, pictures, etc.)
- Direct Ushers with programs and seating distribution (optional).
- Line up and cue wedding party & musicians for ceremony
- Give marriage license to officiant & wedding rings are present
- Collect all personal wedding items and gifts and deliver to reception site or designated person.

## **COCKTAIL HOUR & RECEPTION**

- Set up all the reception décor not handled by a specific vendor (i.e., favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table design, etc.)
- Manage vendor set-up of reception and makes sure all commitments are fulfilled
- Bustle wedding gown
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e., grand entrance, parents dances, cake cutting, bouquet toss, etc.)
- Cue Bride & Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly.
- Gather all of clients ceremony and reception décor (one assigned person will need to stay behind to load into vehicle).





# PARTIAL PLANNING

## PACKAGE TWO - MODERATE PLANNING



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## PARTIAL PLANNING -PACKAGE | TWO

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### PRE- WEDDING DAY

- **Five (5) Client / Planner Meetings**
- **Seven (7) Vendor meetings for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer, etc.**
- Unlimited contact via email
- Monthly e-mail "check-ins" to ensure the planning is running smoothly and on track
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc. with all of your vendors
- Detailed timeline will be sent one week prior to your wedding date to all vendors for review
- Confirmation of all wedding vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary
- Review of current budget and help make any necessary changes, adjustments, or cost cutting suggestions
- Event Design, theme and décor assistance
- **Tracking RSVP's**
- **Food and Beverage Assistance**
- **Budget Management (tracking of all payments and due dates)**

## **WEDDING REHEARSAL**

- Coordinate ceremony rehearsal (1 hour)
- Distribute extremely detailed wedding day itinerary to wedding party, family and attendants
- Collect/Coordinate final payments for specific vendors
- Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc (prior to wedding or day of rehearsal)

## **WEDDING DAY (ALL DAY COVERAGE)**

- One assistant coordinator
- Manage the flow and timing of the ceremony and reception.
- Act as liaison between wedding party, family members and vendors.
- Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies.

## **CEREMONY**

- Distribute bouquets and pin flowers on attendants and family members.
- Direct photographer, videographer, musicians, rentals, florist, etc. where to set up.
- Oversee set-up of the ceremony to make sure all commitments are fulfilled.
- Distribute final payments and gratuities as needed.
- Set up all ceremony décor not handled by a specific vendor (i.e, guest signing item, unity candles, programs, pictures, etc.)
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- Line up and cue wedding party & musicians for ceremony
- Give marriage license to officiant & wedding rings are present
- Collect all personal wedding items and gifts and deliver to reception site or designated person.

## **COCKTAIL HOUR & RECEPTION**

- Set up all the reception décor not handled by a specific vendor (i.e., favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table design, etc.)
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# FULL SERVICE PLANNING

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## FULL SERVICE PLANNING

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### PRE- WEDDING DAY

- **Unlimited Client / Planner Meetings**
- **Unlimited Vendor Meetings**
- Unlimited contact via email
- Monthly e-mail "check-ins" to ensure the planning is running smoothly and on track
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc. with all of your vendors
- Detailed timeline will be sent one week prior to your wedding date to all vendors for review
- Confirmation of all wedding vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary
- Review of current budget and help make any necessary changes, adjustments, or cost cutting suggestions
- Event Design, theme and décor assistance
- Tracking RSVP's
- Food and Beverage Assistance
- Budget Management (tracking of all payments and due dates)
- **Budget Construction and Analysis**



- **Venue research and selection after understanding your vision, style and budget.** Runway will schedule site visits. Runway will assist with securing and finalizing the details once you've chosen your perfect wedding location.
- **Full event design, theme and concept development.** We will ensure your wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.
- **Assistance in scheduling alteration sessions with wedding planner attendance at all final fittings.**
- **Negotiate special hotel rate and room blocks for out of town guests.**
- **Assistance in arranging all transportation needs, favor assembly (not including cost of supplies)**
- **Assemble and deliver welcome baskets/gift bags (not including cost of supplies)**
- **Research activities and special events for out of town guests.**
- **Rehearsal dinner location research, selection and coordination.**

#### **WEDDING REHEARSAL**

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- Collect/Coordinate final payments for specific vendors
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#### **WEDDING DAY (ALL DAY COVERAGE)**

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- Manage the flow and timing of the ceremony and reception.
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#### **CEREMONY**

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## ADDITIONAL SERVICES

### PRE & POST A LA CARTE SERVICES MAY INCLUDE :

ENGAGEMENT PARTY ARRANGEMENTS, BRIDAL SHOWER PARTY PLANS, BACHELOR/BACHELORETTE PARTY COORDINATION, REHEARSAL DINNER ARRANGEMENTS, HONEYMOON ARRANGEMENTS OR DAY AFTER BRUNCH ARRANGEMENTS

#### EVENT DESIGN

WE CAN DESIGN AND CREATE EVERYTHING FROM YOUR CEREMONY SITE DECOR TO CENTERPIECES! EVENT DESIGN CAN BE ADDED ON TO THE PLANNING PACKAGE OF YOUR CHOICE!

#### DESTINATION WEDDINGS

CUSTOM PACKAGES CREATED ESPECIALLY FOR YOU! PLEASE CONTACT US FOR MORE DETAILS.

#### OTHER EVENT SERVICES

ALL OTHER EVENT SERVICES ARE DONE COMPLETELY A LA CARTE.

WE ALSO SPECIALIZE IN:  
CONCERTS  
HOLIDAY PARTIES  
CORPORATE EVENTS  
ANNIVERSARIES/ VOW RENEWALS