



Wedding Planning Services and Packages

Rita Smircich, President of Events by Rita, LLC, has over 12 years of experience planning weddings and other gala events. Whether you want a simple ceremony or a week-long celebration, Rita will help you create the wedding of your dreams.

When you work with Rita, you can select one or a combination of the following Wedding Planning Services and Packages. You will also receive a copy of her popular book about wedding planning, *To Do Before "I Do"*.

Wedding Planning Services

Organizing for Planning Your Wedding

Where do you start with your wedding planning? How do you keep track of all the details? Rita works with you on developing the organizing system for planning your wedding.

Creating and Keeping to a Budget

Rita will work with you on creating a comprehensive budget that includes all aspects of a wedding. She will help you project costs, teach you how to keep on budget and avoid pitfalls, and provide money-saving tips.

Implementing Your Wedding Plans

You've planned your wedding. Now, you just need help getting everything done. Rita can work with you on specific tasks – from picking out the wedding favors to following up with vendors to shopping for bridesmaids' gifts – so all your details are taken care of.

Rita on Call

You're planning your wedding and getting everything done, but sometimes you need advice or have questions. Or you run into a problem. Rita will provide information, advice, support, and suggestions, along with a friendly ear, to help you keep on track with your wedding planning.

Wedding Coaching Service

Rita provides two private one-hour coaching sessions with the bride and groom, together or individually, in which she helps you think about your marriage, and not just about your wedding. Note that Rita is not a licensed therapist; rather, she is a coach, who helps her clients *discover* how they feel about marriage-related issues, *discuss* these issues, and *decide* how to handle these issues in their married life.

Managing Your Guest List and Invitations

Rita will work with you to create an Excel spreadsheet for managing your guests. The spreadsheet includes your invitees' names and addresses, responses to your invitations, special needs (such as transportation or handicap accessibility), gifts received, and thank-you notes. Rita will also help you prepare and mail your invitations. This service goes well with 'Creating a Seating Plan,' below.

Selecting and Working with Your Venues

Where will you have your wedding, reception, and any other wedding-related events? Rita will help you inspect and select venues, making sure you can carry out your wedding plans at each venue. Rita will also work with venue managers to make sure your plans are carried out and contracted-for services are provided.

Working with a Caterer/Planning Your Meals

What food will you serve your guests? How do you create a menu that includes cocktail hour, formal or informal meal, desserts, and beverages? How can you accommodate special diets and food allergies? Rita will work with you and your caterer to help you plan your meals, helping you select both the food to be served and the appropriate form of service.

Creating a Seating Plan

Where will your guests sit at the reception? How will you let them know where they will be sitting? Rita has created a simple way to make a seating plan, which she will teach you and help you use. This service goes well with 'Managing Your Guest List and Invitations,' above.

Day-of-Wedding Service

Who will make sure everything runs smoothly on the day of your wedding? Who will solve problems, make sure your vendors are providing the contracted-for services, and keep track of your guests? This service includes:

1. Before the wedding: Rita meets with you to review your wedding plans. She obtains copies of your contracts with all the vendors involved in the wedding, calling each vendor to introduce herself as the day-of coordinator, and exchanging contact information. She visits the venues, gets all supplies (such as place cards, toasting glasses, wedding favors) to the appropriate venues, reviews seating plans, and makes sure the venues are prepared to carry out your plans.
2. On the day of the wedding: Rita and her assistant oversee the arrival of all vendors and confirm that contracted-for services are being provided. All venues will be checked for availability and cleanliness. All room set-ups, furnishings, and table settings will be checked for cleanliness and correct set-up.
3. Rita and her assistant serve as point persons for all the staff and vendors. This includes working with venue staff and taking care of minor decisions.
4. After the wedding, Rita and her assistant make sure items that are to be returned to your house (such as toasting glasses and cake cutting knife) are handled. If it has been arranged, Rita will make sure any gifts and envelopes are turned over to the appointed person.

Wedding Planning Packages

Silver Wedding Package

The Silver Wedding Package includes any five of the services listed above. You will be able to select the services that you specifically need.

Gold Wedding Package

The Gold Wedding Package includes extensive research and consultation on all aspects of planning a wedding. Specific services include:

1. Researching and recommending:
 - Venues for the ceremony, reception, and other events
 - Caterers and menus
 - Photographers/Videographers
 - Musicians/DJs
 - Florists
 - Vendors for wedding favors, stationery, and other wedding-related items
2. Helping you get organized for planning your wedding and keeping track of all details. (See Organizing for Planning Your Wedding, above)
3. Consulting on contracts with vendors, including reviewing and negotiating terms, if needed.
4. Providing ideas and suggestions about themes, decorations, activities, details, and all the aspects of a wedding.

Diamond Wedding Package

Do you want to simply show up on the day of your wedding, without having to do the planning yourself? The Diamond Wedding Package is for you.

After an initial consultation with you on the style and themes of your wedding, Rita and her assistant will take care of the work of the planning, organizing, and managing your wedding. This work includes:

- * Selecting and overseeing the work of all vendors.
- * Making all arrangements with venues.
- * Planning decorations, flowers, music, and menus.
- * Handling guest lists and invitations.
- * Making arrangements for transportation.
- * Helping with wedding clothing and accessories.
- * Overseeing the day-of-wedding events.

Fees for the above Wedding Planning Services and Packages given upon request.

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To purchase my book: *To Do Before "I Do"* go to www.LuLu.com.
(A portion of sales goes to charity.)

