

Char's Touch

As founder of Char's Touch LLC, my passion is to help brides turn their vision into timeless memories. I come alongside you and your families to make sure your special day goes off without a hitch. My team and I will handle the details of your event with professionalism and ease, allowing you to focus on feeling radiant.

You'll want to capture every moment and together we'll make it a day you'll always remember.



Cut-out Coupon:

\$100 OFF Platinum & Gold Packages
Promo Code: **BookChar2017**
Book within 30 days to receive this offer.

Char's Touch



Char Austin CWP, CSS

Book Your FREE Consultation at
www.CharsTouch.com.



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You Said *“Yes!”*

Let Char Do the Rest.

Rated #1 on TheKnot.com as a

**Certified Wedding Planner,
CWP & Certified Sandals
Specialist, CSS**



\$100 OFF
PLATINUM & GOLD
PACKAGES

*Book Char's Touch within
30 days to receive this offer
Coupon Code: BookChar2018*

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Platinum

Includes Services Listed in Gold & Silver Packages

\$1,500 ~ 30 hours

> 30 hrs will be billed at \$ 50 per hour

Pre-Event Planning

- Assist with determining budget
- Encourage separate wedding account
- Secure ceremony and reception sites
- Incorporate theme and color throughout
- Locate and schedule appointments with:
 - Baker
 - Bartender
 - Caterer
 - Décor rental
 - Florist
 - Transportation company
 - Photographer
 - Videographer
- Review banquet & beverage order one month prior
- Review reception plans and details
- Attend final walk through
- Assist with table assignments (if desired)
- Secure reserved tables signage
- Collaborate with host/hostess of ceremony & reception

Hotel Accommodations

- Negotiate special rates and provide recommendations
- Deliver welcome baskets and itinerary cards to out of town guests

Rehearsal

- Final walk through with musicians, officiant, ushers
- Coordinate wedding party gifts with family (if applicable)



Pricing & Packages:

Gold

Includes Services Listed in Silver Package

\$1,000 ~ 20 hours

> 20 hours will be billed at \$50 per hour

- Execution of detailed wedding plan
- Locate an Officiant for ceremony
- Coordinate the schedule and timing with officiant
- Synchronize timing with musicians and other vendors for arrival, setup, and teardown
- Determine logistics at venues (i.e. bathrooms, lighting, walk through, head table, reserved tables, table assignments)
- Determine if there are any special needs for guests (handicap accessible, babysitters, private rooms)
- Arrange transportation for the day of event
- Secure setup time & be there when floral arrangements are delivered
- Confirm payments and tips for ceremony vendors
- Deliver guest book with pens, place unity candle or sand, memory table photos if applicable and any other ceremonial items determined by couple

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Silver

\$600 ~ 10 Hours

>10 hours will be billed \$50 per hour

Day of Coordination

- Provide time lines up to and including “day of” event
- Meet with bride to execute her plan
- Attend rehearsal dinner
- Assist with organization of processional and recessional plan
- Resolve last minute dressing problems (emergency sewing kit)
- Check ceremony site: decor, setup, bathrooms, lighting, etc
- Instruct guest book attendants and gift carriers
- Give instructions to ushers, best man, maid/matron of honor
- Ensure officiant has marriage license
- Take responsibility for ring bearer pillow & flower girl basket until processional
- Direct guests to reception and hand out maps/directions
- Direct wedding party and designated family for post-ceremony pictures
- Coordinate transfer of flowers, unity candle, tapers, vases, guest book, and other ceremonial items to reception site and ensure placement at reception
- Encourage guests to use photo booth (if applicable)

Reception

- Review schedule with master of ceremonies, musicians, DJ, videographer and banquet captain and verify vendor arrival time
- Check room setup, layout, bathrooms, entertainment setup, cake table and lighting
- Verify reserved tables, place cards, and head table properly marked according to diagram
- Oversee transportation of gifts after event as well as Ceremonial items
- Line up wedding party for DJ to announce to guests
- DJ will provide microphone for wedding party and parents speeches, first dance, toast, cake cutting, bouquet toss, garter toss, and other dances

HOLIDAY DAY of EVENTS ARE BILLED TIME AND A HALF