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WEDDING FORM RECEIVED: _____
MEETING DATE & TIME: _____

WHAT TYPE OF SERVICES ARE YOU LOOKING FOR?

WEDDING PLANNING SERVICE

Our team thrives on creating extraordinary events, and seeing them through to spectacular conclusion. ICC EVENTS are raved over and over because every aspect of the experience speaks the same language. Cohesive creativity is our touchstone, no detail goes unconsidered! Creating a spirit of enthusiasm and celebration is always our objective!

This service includes:

- Managing the planning process, developing the overall event vision.
- Creativity and integration across all facets of the design, music, food, photography, among other aspects.
- Venue and vendor selection with contract management.
- Budget planning.
- Coordination of paper product design and production.
- Logistical management of vendor load-in, production and load-out.
- Onsite day-of management and event execution.
- Ceremony & Reception program design.
- Rehearsal of Ceremony protocol on site.
- Orchestration of all timing & details throughout the day of the wedding.

DAY OF ORCHESTRATION SERVICE (management of the wedding day)

Our team of professionals will work all the details of the wedding day.

This service includes:

- Coordination, regency and supervision of the day of the wedding.
- A meeting 4 weeks before the wedding to do assessment of suppliers contracts made by the customer.
- Presentation of solutions to any unfinished or unresolved items at the time of the uprising of the suppliers.
- Design of the program for the ceremony and reception.
- Rehearsal of the program for the ceremony on site.
- Coordination and assistance to the guests of the wedding the day of the wedding.
- Distribution of any pending payments to suppliers, including gratuities the day of the wedding.
- Execution of the program (approx. 12 hours of work the day of the wedding).
- Gathering the elements of the bride and groom at the end of the night (veil, shoes, among others).

DESIGN & DECORATION SERVICE

As event designers, it is our job to understand your vision and sense of style, then tailor-make an extraordinary environment just for you. We start your design with a floor plan, interpreting how a space will be used to best suit your needs. By the end, you will have a magical environment - rich in details and unexpected moments... one where your guests will never want to leave.

This service includes:

- Concept development and storyboarding.
- Scaled floor plans, illustrations, & sketches - the blueprint for overall design
- Stylize visuals.
- Bars, food stations, signage, band, staff attire.
- Distinctive floral and tabletop design.
- Custom graphic design for wall, floor & ceiling treatments (where applicable).
- Lighting design and coordination, including custom light fixtures.
- Custom furniture/accessories: lounge, bars, banquettes, and dining tables.
- Draping, upholstery and linens to compliment design vision when necessary.

BRIDE & GROOM DATA

- ° DATE:
- ° BRIDE'S NAME:
- ° GROOM'S NAME:
- ° PARENT'S OF THE BRIDE:
- ° PARENT'S OF THE GROOM:
- ° PHONE:
- ° EMAIL:
- ° NUMBER OF GUESTS:
- ° COLOR PALETTE / THEME:
- ° TOTAL BUDGET FOR WEDDING: US \$

CEREMONY

- ° CEREMONY CIVIL []
- ° CEREMONY BY THE CHURCH [] – What Religion:
- ° TIME:
- ° VENUE (name, address, and city):
- ° MUSIC PREFERENCES FOR THE CEREMONY:

BRIDE & WEDDING PARTY DETAILS

- ° BRIDE'S BOUQUET []
- ° BRIDES MAIDS BOUQUET [] – Quantity:
- ° FLOWER GIRL [] – Quantity:
- ° BOUTONNIERES FOR GROOM [] – Quantity:
- ° BOUTONNIERES FOR GROOMSMEN [] – Quantity:

RECEPTION

- ° VENUE (name, address, and city):
- ° STYLE DESIRED FOR DECORATION:
- ° FLOWERS OF YOUR CHOICE:
- ° SHAPE OF THE TABLES: – Square [] – Round [] – Rectangular []
- ° CENTERPIECES: – Tall [] – Low [] – At different levels []
- ° CHAIRS: – Style: – Color:
- ° CHARGER PLATES: – Style: – Color:
- ° LINENS: – Style: – Color:
- ° NAPKINS: – Color:

FOOD & BEVERAGES

- ° CATERING: – Buffet [] – Seat Down Dinner [] – Hord D'ouvres or Fingerfood []
- ° CAKE []
- ° DESSERTS TABLE []
- ° BEVERAGES []

OTHER AREAS

- ° LOUNGE []
- ° BAR []
- ° COFFEE STATION []
- ° DANCE FLOOR []
- ° STAGE []

MUSIC & ENTERTAINMENT

- ° DJ []
- ° LIVE MUSIC / BAND []
- ° SPECIAL REQUESTS: – Bubbles [] – Confetti [] – Fireworks []
- ° CRAZY HOUR [] – Style:
- ° LIGHTING []

PHOTO & VIDEO

- ° PHOTOGRAPHER:
- ° VIDEOGRAPHER:
- ° PHOTO SHOOT: – Before the Wedding [] – After the Wedding []

PRINTED MATERIALS

- ° INVITATIONS [] – Style: – Amount: – Color:
- ° WEDDING PROGRAM [] – Amount:
- ° MENU [] – Amount:
- ° FOOD TAGS [] – Amount:
- ° SEAT ASSIGNMENT OR RESERVED TABLES [] – Amount:

HOW DID YOU HEAR ABOUT US?

YOU CAN SEND US ATTACHED ANY FURTHER REFERENCES YOU MIGHT WANT US TO CONSIDER.