



# DESIGN + PLANNING

## THE TOTAL PACKAGE

A uniquely tailored wedding planning experience

Everything a bride would want for her wedding from start to finish. You make the decisions and our design team executes your vision. This package gives you your dream wedding without the hassle. If you want your wedding planning to be a relaxed, peaceful, and fun process, this is the package for you.

## PLAIN + SIMPLE

A personal wedding planning experience

This is for the bride who is ready for someone to partner with her vision. We will help you plan, create and seamlessly execute your wedding dream. Let us fashion your wedding while you enjoy the peace this process brings to your special day.

## THE HANDCRAFTED WEDDING

A DIY wedding experience

Are you looking for a beautifully designed wedding? This package provides organized and labeled wedding decor and includes a specific wedding manual with instructions on how you and your wedding crew can turn your vision into reality.



## THE TOTAL PACKAGE

### *PLANNING + CONSULTING BEFORE WEDDING DAY*

Contacting + communication with all vendors during the wedding planning process. This allows for the bride + brides family to direct the hard questions to the DK Planning team.

It also allows for the communication process to start early with Double Knot so that vendors are not contacting the bride/bride's mom for questions that DK can answer for them (florist, cake artist, caterer, photographer, etc.)

Help make design + planning decisions, or make recommendations for bride + bride's family.

This allows the bride to really enjoy the wedding process by allowing the DK planning team to help with the tough decision making for the big day.

Communicating with Bridal Party + Immediate family as needed during the wedding planning process. This allows the bride to have some assistance with communicating the wedding plans before the wedding day.

Contacting all vendors, bridal party, house party (cake cutters, greeters), ushers, and immediate family two weeks before the wedding day to answer any questions and communicate the timeline.

The DK planning team will send the timeline to above list two weeks before.

Continual communication with the DK wedding team during the entire wedding planning process, via text, phone call, social media, Pinterest and emails.

Scheduled monthly consultations with the DK Planning team during the wedding planning process.

These meetings are used to make sure you are on task, know what you are doing, and feel comfortable during every stage of the wedding planning process.

Attend vendor meetings with bride as needed (or in place of the bride if needed)

A month by month To Do List. This list keeps the bride on track each month of her engagement.

This also makes sure that nothing is missed, and details are taken care of in advance.

During the scheduled consultations, the DK planning team will go over the to do list and make sure you feel confident executing your tasks.

Detailed timeline for your big day. This timeline not only includes details from your photographer, but it also contains details of your wedding day from start to finish.

This timeline starts when the bridal party arrives to their "getting ready" location and ends when the bride and groom exit their reception.

It also includes everything in between ie. Hair & make up schedule, bridal brunch, cake delivery, florist arrival, times bridal party need to be ready (including location), photography timeline from photographer, ceremony start time + details, and reception start time + details (cake cuttings, first dances, bouquet toss, toasts, etc) etc.

Processional Order and details. The DK planning team will create a processional order with your help.

Who is escorting family down the aisle?

Who will be walking down the aisle?

Will groomsmen enter on the side or up the middle?

What songs should we play? Will there be a unity candle, sand, or song?

## ***PLANNING + COORDINATING THE NIGHT BEFORE (REHEARSAL) + DAY OF WEDDING***

Coordinating and executing the rehearsal the night before.

The DK planning team will make sure everyone knows processional order, when to walk down the aisle, where to stand or sit, when to play the music, etc.

Coordinating and executing the wedding timeline.

Making sure people are where they are supposed to be/when they are supposed to be.

Starting when bridal party arrives until the bride + groom exit the reception.

Being the contact person for all vendors the day of the wedding.

Being the contact person for bridal party, vendors, and immediate family.

Being the go to person for all questions for bridal party, vendors, and immediate family.

Greeting vendors when they arrive to wedding venue. Escorting them to where they need to be.

Greeting house party and additional help on wedding day, making sure they know their duties.  
i.e. Cake cutters, ushers, + greeters.

Solving problem + resolving issues as they arise on wedding day so bride/mother of the bride does not have to.

# *DESIGN + DECORATING*

Venue walk through with the DK Planning team.

We will map out where all of our sets need to go together, and walk through everything in person.

We will walk through placement of ceremony + reception details & overall vision for the day.

Layout and placement of wedding ceremony and reception.

Altar Decoration (archway, cross, door frame or doors, etc.)

Aisle décor (lanterns, Sheppard's hooks, décor arrangement, wooden slabs, etc.)

One large entrance set up( doors into ceremony or grand entrance for reception)

Up to 5 food or drink designed set ups (coffee bar, cake table, alcohol bar, drink station, donut wall)

Sign in table design

Gift table

2 interactive tables (family heritage table, highlight bible verse, advice for bride + groom, sweet heart table, bridal table)

3 personalized signs with Bride + Groom Name (one large, one medium, one small)

Sweetheart table

Bridal party tables

Family tables (Immediate family. Usually 4 tables. 2 tables for each side)

Kids tables (coloring, fun interactive things on the tables for the kids)

One personalize item (This can really be whatever you want it to be- a photo booth, a honeymoon fund table)

Seating chart + table numbers

Guest table décor

Up to 30 centerpiece décor arrangements (lanterns, glass jars, geometric shapes, candle sticks, etc.)

Chargers

Up to 30 table cloths



## PLAIN + SIMPLE

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Contacting all vendors two weeks before the wedding day to make sure they know their arrival time and have all of their questions answered.

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Who will be walking down the aisle?

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Greeting house party and additional help on wedding day, making sure they know their duties.

i.e. Cake cutters, ushers, + Greeters.

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Layout and placement of wedding ceremony and reception.

Up to 2 food or drink designed set ups (coffee bar, cake table, alcohol bar, drink station, donut wall)

Sign in table design

Gift table

One personalized item (this can really be whatever you want it to be- a photo booth, a honeymoon fund table)

1 personalized sign with Bride + Groom Name

Altar Décor (arch way, cross, large doors, etc.)

Guest table décor

Up to 20 centerpiece décor arrangements (lanterns, glass jars, geometric shapes, candle sticks, etc.)

Up to 20 table cloths



# THE HANDCRAFTED WEDDING

## *PREPARATION BEFORE THE WEDDING DAY*

A consultation with the DK planning team before your wedding day.

Tips and Tricks during the wedding planning process (overall do's + don't's, creative ways to save money)

Monthly to do list (add on)

Preferred vendor list (add on)

## *WEDDING DAY*

A Wedding Guide that includes a detailed Wedding Day timeline to help your wedding be set up in 3-5 hours.

Pictures of all decor stations so your wedding staff know exactly how the design should look

A list of all sets ups and decoration with which staff should set up items.

Suggested number of people you will need to help you on your wedding day according to your number of guests, your set up needs, and decoration amount. (Usually friends or non-immediate family)

Detailed job description and written out duties for each person helping you

Organizational "Day Of" tips to to make your day go smoothly

All decor packaged and labeled in individual boxes (ie, center pieces 1-20, bridal cake, coffee bar)

# *DESIGN + DECORATING*

Guest Table Decor  
- 20 Centerpieces  
- 200 Table Settings for Guests  
(Napkin + Printable Guest Card)

Drink Station Decor

Sign in Table Decor

Gift + Card Table Decor

Cake Table Decor

Aisle Decor

Altar Decor

The Handcrafted Wedding Design Guide

*\*\*For more information about The Handcrafted Wedding or  
to view photos each wedding style,  
please visit our website:  
[doubleknotweddings.com/handcraftedweddings](http://doubleknotweddings.com/handcraftedweddings)*