

Services Menu



AislinnEvents.com

| hello@aislinnevents.com



At Aislinn Events we work hard to customize packages for each couple's needs to include the exact services that you want and need for your lifestyle and your wedding.

The following are a few examples of how you might use our services to help most.

Full Wedding Planning

Ideal for the couple who want a beautiful wedding but aren't living in Ireland, just don't have the time to commit or simply don't want the stresses involved in personally doing everything. We keep in close contact listening to your preferences to make sure you get the wedding you want here from wherever you are.

Items to be arranged can include but are not limited to:

Extensive discussions on your wedding visions, ideas, and expectations
Ongoing advice and consultations as needed via email, Skype or in person

Advice on wedding legalities, church and civil requirements

Research and development of wedding theme and branding

Create Dream team of vendors as required

Recommend Venue and ceremony or blessing location

Budget analysis and recommendations

Obtaining best quotes and proposals from suppliers and vendors

Timeline/schedule to help you stay on track

Keeping track of vendor deposits and payment schedules

Advice on entertainment and music styles and atmospherics

Attend a meeting with each vendor with status reports

Suggest save-the-date items, wedding websites, invitations, weekend itineraries, programs, favor

tags, menu cards, table numbers and additional printed material or stationary

Style suggestions for bridesmaids and groomsmen

Ceremony site design advice and layout suggestions

Reception site advice includes lighting, tabletop, linens, china, silver, glassware, centerpieces, chairs, furniture, room layout and overall décor

Invitation etiquette and general protocol

Assistance with food and beverage selection

Suggest and source items for welcome baskets

Out of town guest accommodation and transportation suggestions and booking

Suggestions on pre and post wedding guest activities

Suggestions on pre and post wedding parties

And all of 'Month of' and 'Day of Coordination' services

Month of Coordination

Perfect if you are the creative type and want to be hands on with your wedding planning but need support and suggestions along the way. Maybe you are abroad and need someone to be there for you for support and suggestions and then hand everything over just when the going gets tough. We will do all of the last week details, messages, errands and running around so you can enjoy the days before the wedding.

Unlimited contact via email and Skype from time of booking
Consultation to discuss all details of your wedding and how you want your day to flow
Address any details that may have been overlooked or need to be accomplished
General etiquette and protocol advice as needed
Review and confirm contracts with each selected vendor
Confirmation of timing and set up details of the with all vendors
Create and distribute timeline to bridal party and all vendors with contact names and numbers
Assist in planning ceremony logistics
Creation of ceremony and reception floor plans and site layouts
Review design, set-up and placement of all seating arrangements and place cards, guest favors
Confirm rehearsal dinner plans and confirm any pre or post wedding activities

Arrangement of all specialty tables and items including guest book table, gift table, place/escort card table
Assist in transportation logistics for Bridal party and guests
Guest itinerary and time line for pre and post wedding events
Arrange food and beverages to be in bride and groom's room while getting ready
Detailed appointment with venue coordinator and key vendors during wedding week
Errands and messages on week of the wedding such as taking dresses to be steamed, picking up items, assembling welcome bags etc. **
Deliver welcome bags to assigned hotels for "check-in" distribution **
Includes all "Day of Coordination" services

** Not automatically included in Full wedding planning

Day of Wedding Coordination

Great for Irish as well as destination couples who have a bit more time on their hands. You have done all of the work but want to relax on your wedding day by having someone responsible there to make sure all goes according to your plan.

Contact and support via email and phone beginning 4-6 weeks before the wedding

In person meeting when possible upon your arrival to discuss and hand over all details

Attend/manage and direct ceremony rehearsal

Onsite management from professional coordinator on wedding day from start to agreed finish time

Oversee Vendor set up and arrivals

Assistance with ceremony and reception set-up and décor

Make sure any special requests are followed

Oversee details before and during the ceremony including placement of programmes and alter items, review guest seating in reserved areas

Placement of reception items such as guest book, place cards or table plan, set up cake table, place, favours, candles etc.

Management of any rental items (linens, chairs, china, furniture, etc.)

Assist guests and wedding party as needed

Distribute bouquets, pin boutonnieres and corsages

Line up and cue all members of wedding party for processional at ceremony

Review table plan and floor plan layout

Assist with seating for dinner and look after any guests with special needs

Distribute final vendor payments and gratuities

Assist you and your families

Greet late arriving guests

Gather and return all bridal personals at the conclusion of your event

Have emergency kit on hand

Secure wedding gifts and cards with assigned person or on site room

All general logistics on the wedding day

Additional Services available

Attend bridal gown fittings

Attend bridesmaid dress/tuxedo rental or suit hire shopping

Invitations preparation and mailing

RSVP service {collect, sort, document, dietary requirements, follow up on non replies}

Arrange airport pick-ups

Guest and wedding party accommodation reservations

Put together and deliver welcome baskets or bags

Recommending and booking pre and post wedding parties or activities

Create and assemble welcome gift bags

Deliver welcome gift bags

specialty items sourced and ordered, personalized, monogrammed, engraved etc

Plan and coordinate pre and/or post wedding parties

Drop gown, dresses and/or suits for steaming

And anything else you can think of! {The groom's speech is a common request from grooms and, well, that's one thing I won't do!}