



2Birds S.O.S. Services

Venue Selection

Provide venue recommendations based on your preferences, coordinate and attend up to 5 site visits (additional fee for travel to venues outside of the Tampa Bay area), review contract.

Budget

A detailed consultation to review every element of your wedding so that we may determine your wedding priorities and style. We will then provide you with a detailed budget that remains within your desired price range. We will also offer suggestions of ways you can achieve desired wedding elements while staying within a determined budget. You will receive a spreadsheet that you can use throughout the planning process so that you can track your expenses as they occur.

Payment Schedule

We will provide you with a schedule of vendor payments that detail how much is due and when to keep you current with your vendors.

Vendor Recommendations

Customized vendor recommendations for all categories that you will need. Recommendations are based on your individual style, priorities and budget. Each vendor will be pre-screened to ensure availability on your date.

Coordinate Vendor Interviews

We will arrange vendor interviews for you to meet with potential vendors and provided you a detailed list of questions to ask the vendors to ensure you get the most out of the meeting.

Consultation by the hour/Attend Vendor Interviews

Answers, brainstorming and advice are just a phone call away! We are available for consulting or to attend vendor interviews and appointments with you at an hourly rate.

Catering and Cake coordination

Schedule and attend all catering meetings including selection meetings, tastings, and any follow up appointments. 2Birds will manage all communications with caterer and cake vendors throughout the planning process.

Rental Items Assistance

Assist with rental item selection and provide a detailed rental order for all reception and ceremony items and manage communications with rental company regarding any changes to order as well as setting up delivery and pickup times.

Event Design Board

Design services to include design CONCEPT for ceremony and reception space, table #'s, Escort cards, Menu Cards.

Floorplans

Reception and ceremony site visit to draft floorplans for both reception and cocktail hour, and ceremony, including a backup rain plan layout.

Wedding Transportation Booking

2Birds will book transportation to include shuttles for guests from the hotel to the ceremony and reception, transportation for the Bride and Groom and wedding party.

Hotel Room Blocks

We will recommend, negotiate rates, and manage communications with hotels for room blocks for your guests.

Invitation Service*

2Birds will stuff invitations, hand write addresses, assign proper postage to outer envelope and give to you ready to mail. Service available for Save the Dates, Wedding invitations, Rehearsal Dinner invitations, and thank you notes. *(materials and postage not included)

Guest List Management

2Birds will track your guest responses as they come in and follow up with any guests who have not replied by the deadline. Ensuring you get an accurate headcount in a timely manner.

Rehearsal Dinner Venue Selection

Research, recommend and attend site visits for rehearsal dinner venues (up to 3). Assist with menu planning, drink selection and floorplan.

Wedding Party Activities planning

2Birds will research, propose and manage booking of activities for the wedding party including, beauty/spa appointments, bridesmaid luncheons and groomsman outings.

Welcome Gift Bag Coordination*

Custom proposal of ideas and inclusions for the gift bag designed specifically to enhance your wedding theme and be personalized to the bride and groom. Once proposal is approved 2Birds will acquire all necessary items, compile bags and deliver to hotel front desk. *(materials and hard costs not included)

Printed Material Design Services

2Birds can design your programs, menu cards, escort cards and table numbers. Provide printing quotes and manage the logistics of printing these items. *(Materials and printing not included)