



Signature Memories

It's the destination wedding that no one will ever forget! It's unique and has your signature all over it. You have a dedicated wedding team to ensure that every detail in place, we're talking flawless!

This package includes the services of the **Epic Honeymoon** package and the following wedding features:

OUR SERVICES INCLUDE...

CONNECTION

- ▶ We start with a complimentary, no-obligation planning call to learn more about you and your wedding dreams
- ▶ Introduce you to our personalized service that is designed to treat you like a VIP

RESEARCH & DESIGN

- ▶ Research and recommend the ideal destination and location (includes destination/location research; customized PowerPoint Presentation with 3 package options)
- ▶ Research Wedding Packages that fit your criteria
- ▶ Design (3) three custom presentations for guest travel
- ▶ Prepare and deliver Comparative Analysis of (3) resorts and wedding packages (optional)
- ▶ Reserve wedding location, date, time and wedding package
- ▶ Arrange deposit for wedding application and secure booking of wedding
- ▶ Up to 6 revisions of proposed vacation destination/location proposal
- ▶ Coordinate up to 6 conference calls to discuss room/wedding contracts



CONTRACT NEGOTIATIONS

- ▶ Request, review and discuss **wedding** contract
- ▶ Request, review and discuss **room** contract (includes room pricing, key dates, concessions, cancellations, terms and agreements)
- ▶ Manage signed contracts (includes room nights, pricing, deposits, payments and attrition)

VACATION DESIGN & BOOKING

- ▶ Design Wedding Management Worksheet, booking templates and Excel spreadsheet for capturing guest information
- ▶ Design Newsletter and share wedding information to guests (resort information, room categories, deposit information, contact information)
- ▶ Design Website Content with collapsable menu and links for guests
- ▶ Arrange wedding preview and booking accommodations for preview
- ▶ Reserve room for couple and make room deposit for group
- ▶ Create and manage Events and Event Timelines

NOTIFICATION & TRAVEL

- ▶ Distribute newsletter to guests about wedding and booking process
- ▶ Arrange conference calls as needed to discuss travel arrangements
- ▶ Manage unique booking needs for each guest and reconcile deposits, payments, balances and final payment by appointed dates
- ▶ Design and deliver wedding updates and travel information to guests (including passport and payment reminders, flight information etc)
- ▶ Reconcile deposits, payments and balances
- ▶ Manage booking details, invoicing, rooming list and transfer options

DAY OF EVENT SERVICES

- ▶ Travel with group to coordinate transfers and check-in (additional paid services)
- ▶ Assist in making sure events are perfectly coordinated
- ▶ Provide onsite support as needed (additional paid service)

OTHER PACKAGE INCLUSIONS

- ▶ Travel components of Epic Honeymoon Package

Contact Us Today at 770.469.7370
to get started or email us at judith@whitesandtravel.net