



Helping you create *the day* you've always dreamed of! \_

## “The Day Of” Package

Starting at \$300

Services included:

Complimentary 1 hour consultation

2 Planning Meeting's Prior to Event

1 hour coordination and direction at wedding rehearsal

8 hours of service on day of wedding

1 Coordinator and 1 Assistant

### Items:

- ❖ Distribution of bouquets and boutainnaires to bride and bridal party
- ❖ Set up reserved signage for tables and seating
- ❖ Cue the ceremony musicians & or music
- ❖ Line up the parents and bridal party before the ceremony
- ❖ Ensure the marriage license is to the officiant
- ❖ Make sure the bride's dress and veil are as they should be before she heads down the aisle
- ❖ Make sure all the family members were in place for the formal photographs
- ❖ Work with the florist to ensure flowers and supplies are in their proper location
- ❖ Coordinate with the venue site coordinator to ensure synchronicity
- ❖ Politely invite guests to their seats so we could begin
- ❖ Line up the bridal party before the introductions were made
- ❖ Work with the DJ and caterer to ensure the timeline was upheld
- ❖ Ensure the bride and groom have a full glass throughout the night
- ❖ Set up specialty pieces such as guestbook, special photos, unity candles, etc.
- ❖ Update the bride and groom before each major event of the reception
- ❖ Distribute vendor meals
- ❖ Box up cake for the bride and groom
- ❖ Ensure send off items are to guest prior to bride and groom departure
- ❖ Make sure the caterer completed all of the cleaning required by site
- ❖ Carry gifts & leftover liquor to prearranged designee
- ❖ Direct guests to the right location for the ceremony, cocktail hour, and reception
- ❖ Offset the timeline so the photographer can get all the portraits done
- ❖ Show the photographer the venue and several location options for formal photographs
- ❖ Do a final sweep of the building to ensure nobody left personal belongings

# “The Day is Almost Here” Package

Starting at \$600

## Services included:

Complimentary 1 hour consultation  
All Items from "The Day of Package"

4 Planning Meeting's Prior to Event

10 hours of service on day of wedding

1 Coordinator and 1 assistant

1.5 hours of coordination and direction at wedding rehearsal

## Items:

- ❖ Detailed timeline for schedule of events for remainder of planning and day of
- ❖ Etiquette advice
- ❖ Contract review for all sites and vendors
- ❖ Final walk through at site if needed and/or attendance of rehearsal dinner
- ❖ Vendor confirmations and coordination two-weeks and 72-hours prior to the wedding
- ❖ Coordination of bridal party and guest transportation, if not done so yet
- ❖ Provide info on how to obtain your marriage license if needed
- ❖ Creation and distribution of timelines and tasks for bridal party
- ❖ Set-up of ceremony and reception sites at the appropriate time, overseeing all aspects of décor
- ❖ On-site coordination of wedding day: managing vendors, questions, and guests, cueing music and bridal party, allowing you
- ❖ Provide day-of emergency kit
- ❖ Coordination with photographer to ensure you get all your ‘must have’ shot
- ❖ Personally direct guests during the wedding
- ❖ Secure all gifts and envelopes with person of your choice
- ❖ Supervision of cleaning staff for take down and clean up
- ❖ Post-event finalization with vendors: final payments, thank you's, etc.

# "The Big Day" Package

Starting at \$1200

Services included:

Complimentary 1 hour consultation

All Items from "The Day of Package" & The Day is Almost Here Package"

10 One Hour Planning Meeting's Prior to Event (time allotted)  
2 hours of coordination and direction at wedding rehearsal  
12 hours of service on day of wedding  
1 Coordinator and 2 assistants

- ❖ Assist with wedding date selection, if needed
- ❖ Schedule and attend most vendor meetings
- ❖ Budget Planning and Development
- ❖ Assist with theme, decor, and detail coordination
- ❖ Selection of invitations, save the dates and related stationary supplies
- ❖ Oversee mailing of all invites
- ❖ Planning Checklist and Verification custom made for you
- ❖ Contract review for all sites and vendors
- ❖ Vendor contracts, deposits, payments and due dates
- ❖ Transportation scheduling
- ❖ Detailed timeline for schedule of events for remainder of planning and day of
- ❖ Available via phone or e-mail for any questions or referrals as needed
- ❖ Selection and negotiation of guest accommodations
- ❖ Etiquette advice
- ❖ Final walk through at site
- ❖ Vendor confirmations and coordination two-weeks and 48-hours prior to the wedding
- ❖ Provide info on how to obtain your marriage license if needed
- ❖ Creation and distribution of time lines and tasks for bridal party
- ❖ Ceremony and reception site set up at venues
- ❖ On-site coordination of wedding day
- ❖ Provide day-of emergency kit supplies (as needed)
- ❖ Photographer coordination ensuring all shots agreed upon are taken
- ❖ Conflict resolution and emergency decision making
- ❖ Personally direct guests during the wedding
- ❖ Secure all gifts and envelopes in location and person of your choosing
- ❖ Event decoration takedown
- ❖ Post-event finalization with vendors: final payments, thank you's, etc.