

# *A Wedding Day Affair*

This package is for the couple that has planned everything, but needs those extra set of hands on the wedding day to make sure everything runs smoothly.

## Planning Services

Complimentary Initial Consultation (Since you have planned out your entire event, we will meet with you to discuss your wedding day needs & expectations)

- **(3) In person consultations** (up to 2 hrs. per consultation) During these two months, we will do the following:
  - ♥ Develop a detailed wedding day schedule for your ceremony, cocktail hour & reception
  - ♥ Create a ceremony outline for your processional & recessional
  - ♥ Compose detailed setup instructions
  - ♥ Create reserved cards for the ceremony
  - ♥ Review current vendor contracts & expectations of vendors
  - ♥ Assist with the seating chart & floorplan
  - ♥ Review all wedding details to make sure loose ends are secured
  - ♥ Visit your ceremony & reception site(s) for a final details meeting & to get a feel for your vision of the event
- Unlimited emails & phone calls regarding any aspect of your wedding (beginning 2 months before your wedding day)
- Provide the bride & groom with a list of approved vendors
- Provide the bride & groom with a detailed task list of things to do before their wedding day
- Contact all vendors confirming arrival time & communicate venue's procedures for unloading, setup & tear down
- Confirm all vendor orders & quantities on rental items
- Work with officiant in coordinating the ceremony
- Distribute client approved timeline to all vendors before your wedding
- Collecting items such as marriage license, guest book, favors, toasting flutes, candles & much more for your event
- Provide marriage license information

## Rehearsal Services

- Direction & orchestration of your wedding ceremony rehearsal with bridal party & families (up to 1.5 hours)
- Meet with flower girl & ring bearer & explain to them their important role in the wedding ceremony

## Wedding Day Services

- Onsite coordination & management of your wedding (up to 12 hours)
- (2) Assistant coordinators will be provided the day of the event. One assistant will be assigned to the bride. The other assistant(s) will help coordinate the ceremony & reception (Additional assistants may be required for specific locations, larger weddings & multiple locations)
- Coordination of personal flowers for the bridal party ensuring the ladies have their corsages & bouquet & assisting with the pinning of boutonnieres on the men
- Assist with program distribution
- Assist with seating guests at the ceremony, especially for those with special needs
- Cueing musician(s) when the bridal party & bride walk down the aisle
- Coordinating ceremony & making sure that you are smiling & looking beautiful before you walk down the aisle
- Distribute final vendor payments/gratuities
- Provide an emergency kit filled with items for the bridal party (such as: sewing kit, lint brush, safety pins, stain remover, mints, Band-Aids & much more)
- Ensure proper set up of tables, chairs, décor (such as: escort cards, favors, menu cards & other table decorations)
- Manage catering staff regarding set ups & compliance of floorplans
- Guide & cue vendors for reception activities
- Guide & cue family & bridal party for reception activities
- Provide DJ/band with a list of songs requested from the bride & groom
- Provide the photographer with a list of pictures requested from the bride & groom
- Load up all of the gifts and wedding items at the end of the wedding
- Supervise & assist with vendor cleanup

### **Pricing depends on:**

**The amount of guests attending the wedding**

**The location of ceremony & reception**

**How far in advance the services are secured**

**Whether you choose the Principal Planner or one of our Associate Planners**

**If you add on any a la carte amenities**