

WEDDING DAY MANAGEMENT PACKAGE

Also known as "Day or Month Of" Coordination

(For the couple who wants full responsibility of planning, but could still use a helping hand with the final stages of planning and on the wedding day to ensure that their vision becomes a reality. Must be booked in advance of the wedding)

Pre-Wedding Day

- Unlimited contact via e-mail
- Up to 3 Client/Planner meetings
- Monthly e-mail "check ins" to ensure the planning is running smoothly and on track and running smoothly
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Contacting Vendors for introductions
- Review Vendor Contract if desired
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Confirmation of all wedding vendors
- Etiquette advisement as requested

Wedding Rehearsal

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding day itinerary to wedding party, family, and attendants
- Collect wedding day items such as guest signing item, cake knife, cake topper, toasting flutes, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

Wedding Day

- Manage the flow and timing of the ceremony and reception
- Act as a liaison between wedding party, family members, and vendors
- Use of Bridal Emergency Kit. We'll be ready and available to solve most unexpected situations that may arise

Ceremony

- Direct photographer videographer, musicians, rentals, florist, etc. of where to set up
- Oversee set-up of the ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all ceremony decor not handled by a specific vendor (i.e. guest signing item, unity candles or sand, programs, pictures, etc.)
- Direct Ushers with programs and seating distribution
- Line up and cue wedding party participants
- Make sure all personal items and gifts are collected and delivered to reception site or designated person

Cocktail Hour & Reception

- Set Up reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table design, etc.)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Help Bustle wedding gown if needed
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly

Package price starts at \$500.00
All packages are customized for the client's specific needs