



wedding management SERVICES

WWW.I1THHOURCO.COM

WE MANAGE THE *minutes,*
SO YOU CAN LIVE IN THE *moment.*

At Eleventh Hour Co. we know when you live in the
moment you own the memory for a lifetime.
All of our services allow you to experience your
wedding in a stress-free and unforgettable way.



SYMBIS MARRIAGE ASSESSMENT

Award winning relationship assessment & session to review results. This quiz is so fun & insightful you are bound to learn something new about yourselves as a couple. You will get a discount on your state marriage license too!

DAY-OF COORDINATION

Certified coordinator begins work 8-12 weeks before wedding to tie up loose ends, review vendor contracts, create ceremony diagram & wedding day timeline, instruct rehearsal, and day-of management. Still need vendors? Referrals are free!

01

02

overview

OUR SERVICES

03

04

BRIDAL VALET

This services focuses solely on the the Bride & Groom (+ wedding party) ensuring your attire, appearance, and personal needs get the attention they deserve. Includes dress steaming, bustling the train, makeup touch ups, and adjusting appearance during photos.

FULL + PARTIAL WEDDING PLANNING

This is for couples who begin planning but find themselves overwhelmed with finding vendors, staying on budget, and completing to-dos in a timely manner. It includes Day-of Coordination.

ceremony diagram +

wedding day timeline

Ben & Gala Moyal  *Wedding: November 09, 2019*

TIME	VENDOR TASKS	Coord Ft. Lauderdale Coordinator Angel	Alle Chelmerman Photography	Meggest Cinematography	J Morgan Flowers	Tropics Entertainment	DJ Kong After Party Set	Flower Wall Rental Co.	Hair & Makeup DO
7:15 AM	Hair & Makeup Arrival for Set Up (Etesian Room)	X							X
7:45 AM	Hair and Makeup Begins								X
11:00 AM	First Photographer & Video Arrival		X	X					
11:45 AM	All Girls Completed by Hair & Makeup								X
11:45 AM	Second Photographer Arrives for Detail Shots (Groom Suite)								
12:00 PM	Bride, Bridesmaids, & Mothers Photos (Bridal Suite)								
12:15 PM	Bride Dressing, Gift Exchange, & Bridal Party Reveal Photos (Bridal Suite)								
12:20 PM	Groom's Mother/Groom First Look Photos (Groom Suite)								
12:30 PM	Bride's Father/Bride First Look & Gift Exchange (Bridal Suite)								
12:40 PM	Groom Leaves for First Look to Park (Nick drive Ben, Photo, and Video)								
12:55 PM	Bride Walks to First Look								
1:00 PM	First Look Photos								
2:00 PM	Bridal Party Photos (Follow Photo List)								
3:00 PM	Family Photos (Under Chuppah)								
4:00 PM	Ketubah Signing (1 st Floor Boardroom) Need: Henry, Ema, Natalie, Ego, Fausto, Ernie, Pricilla, Bri, Andrew								

Ben & Gala Moyal  *Wedding: November 09, 2019*

Processional

Rabbi Jonathan Kaplan
(G. MOTHER) Erna + Ben + Henry (G. FATHERS)
(G. GRANDMOTHER) Olga & Ernie (G. MOTHERS)
(G. GRANDFATHER) Alice & David (G. FATHERS)
(MOM) Natalie & Jonus (MOM)
Cara & Lundy
Jesse & Adam
Ilana & Jordan
Chandler & Charlie
Koryal & Anthony
Amanda & Daniel
(G. BROTHERS) Kelly & Christal (MOM)
(FLOWER GIRLS) Ernie & Lee (MOM)
(G. MOTHERS) Arville & Aiden (MOM BEARER)
(G. FATHERS) Ego + Gala + Fausto (G. FATHERS)

Recessional

(BROTHER) Gala & Ben (BROTHER)
(MOM) Pricilla & Andrew (MOM)
(G. BROTHER) Natalie & Ernie (G. MOTHERS)
Jonus + Cara + Lundy
Jesse & Adam
Ilana & Jordan
Chandler & Charlie
Koryal & Anthony
Amanda & Daniel
(G. MOTHERS) Kelly & Christian (G. FATHERS)
(G. MOTHERS) Mr. & Mrs. Fausto Pause (G. FATHERS)
Mr. & Mrs. Henry Moyal
Rabbi Jonathan Kaplan

SONGS- Recessional: Love Someone, Lukas Graham | Bride Entrance: Perfect, Ed Sheeran | Processional: A Sky Full of Stars, Coldplay

~~\$550~~
\$399

LIMITED TIME DISCOUNT

- Consultations with certified coordinator to discuss event timing, traditional vs. preference in reception order of events, and selected song.
- Review vendor contracts, confirm delivery and set up times.
- Create personalized ceremony diagram with names, walking order, and ceremony songs.
- Created wedding timeline by sequentially organizing the entire day:

- Arrival of Hair & Makeup, appts too if need
- Delivery & set-up of rentals, florals, decor, cake, band/DJ
- Important photo/video moments
- Ceremony walking order
- Dining transitions for catering/bar
- DJ/Emcee announcements
- Transportation times

- Email timeline & ceremony diagram to all vendors

bridal valet + concierge

FROM MORNING TO NEWLYWED'S RECEPTION ENTRANCE



~~\$80/HR~~ 4 HR MIN.

\$69/HR

LIMITED TIME

- Organize schedule for hair & makeup appts, if needed
- Collect & prepare items for attire detailed photos
- White glove dress handling
- Wedding day on-site streaming of wedding attire
- Assist Wedding Party in getting dressed on time
- Adjust Bride's hair & dress during bridal portraits
- Prep Bride & Groom for First-Look, attend photos to adjust Bride's hair & dress as needed
- Pre photos pin boutonnieres on & coach wedding party on proper bouquet holding etiquette
- Attend pre ceremony photos to assist with posing and ensure bride + groom's appearance is maintained so portrait shots look great
- Pre ceremony touch ups (Bride & Groom only)

- Wedding emergency kit on hand to address any concerns for adjusting wedding party attire and emergencies quickly (including fashion fixes, medical kit, blister attention, and spare attire details for last minute styling & makeup necessities)
- Line up wedding party for ceremony (or assist coordinator)
- Attend post ceremony photos to assist with posing and ensure bride + groom's appearance is maintained
- Post ceremony wedding dress bustling, veil removal, hair & makeup touch ups
- Ensure wedding party is on time and adhering to wedding day timeline
- Option to add on: attend last dress fitting or pick up attire

day of coordination

STARTING 8-12 WEEKS BEFORE WEDDING DAY



\$550 BASE FEE

+

~~\$100/HR~~

\$79/HR

LIMITED TIME

- Open communication with Certified Wedding Coordinator
- Wedding Venue walk through
- Review vendor contracts & services
- Contact vendors to confirm services & logistics
- Create Ceremony Diagram
- Create comprehensive Wedding Day Timeline:
 - Arrival of Hair & Makeup, appts if need
 - Delivery & set-up of rentals, florals, decor, cake, band/DJ
 - Important photo/video moments
 - Ceremony walking order
 - Dining transitions for catering/bar
 - DJ/Emcee announcements
 - Transportation times
- Email Final wedding documents to all vendors

- On-site wedding ceremony rehearsal instruction
- Acting bridal concierge during wedding morning
- Oversee venue set-up & vendor arrival
- Assist with set-up of programs, place cards, favors, gift table, memorabilia, and pinning of boutonnieres
- Provide wedding day emergency kit, while on-site
- Collect wedding gifts, keepsakes, and personal items; place them in designed location
- Distribute tips, if desired
- Option to add second coordinator & assistant
- Choose how many hours you want coordinator present on the day of, minimum of 4 hours, up to 12 hours.

TASK YOU DID/WILL COMPLETE:

- Booked a wedding venue and have a wedding date
- Sent out save-the-dates to guest
- You have collected ideas for desired design & styling elements of your wedding
- Have booked some of your vendors but maybe need referrals for a few
- You will be hands on with the planning process: attend vendor meetings, run errands, take on wedding related projects

PLANNER TASKS:

- Everything in Day-of Coordination, plus...
- Wedding venue walk-through
- Give you vendor referrals within your budget (planner does not attend in-person vendor meetings)
- Assist with design & styling ideas for place cards, wedding signs, menus, programs, favors, etc.
- At minimum, monthly check-ins to ensure you are on track with planning
- Design a few reception layout options for you to choose from
- Create a final reception layout with numbered tables
- Assist you with alphabetizing your guest list
- Create alphabetical meal selection list & meals per table total for catering



TASK YOU DID/WILL COMPLETE:

- Selected wedding color palette but want assistance with design & styling
- Have an idea of desired wedding date or month
- Want a professional to lead the planning process and leg work but you make all the final decisions

PLANNER TASKS:

- Everything in Partial Planning, plus...
- Budget planning and management
- Venue research & referrals with pricing outlines
- Walk through of selected wedding venue(s)
- Vendor referrals, contract negotiations, and planner discounts if available
- Design & styling conception, compiling vendor, and full design production
- Coordinate rentals needed and logistics
- Attend in person Floral & Design meeting(s)
- Attend vendor meeting with you, if needed
- Remind you of upcoming vendor payments to be made
- Wedding timeline run through call with you & DJ/Band
- Wedding timeline run through call with you & Photo
- Wedding timeline run through call with you & Video
- Create wedding day itinerary for wedding party
- Concierge services week of wedding, if needed
- Assist with out-of-town guest experience (hotel selection, welcome bags, and transportation)



\$150
PER COUPLE

FREE FOR
CLIENTS WITH ANY
SERVICE BOOKED.

SYMBIS

award winning MARRIAGE ASSESSMENT

01 TAKE THE ASSESSMENT
Take it on any screen— computer, tablet, phone.
Takes about 25 minutes to complete.

02 WE WORK OUR MAGIC
Sit back while we put your results together and
create a treasure-trove of new insights for your
relationship. Session to review results.

03 ENJOY LIFELONG LOVE
Take advantage of your custom report and live the
marriage of your dreams.

COMPLETION CERTIFICATE GETS YOU \$25 OFF THE COST OF YOUR MARRIAGE LICENSE.

01

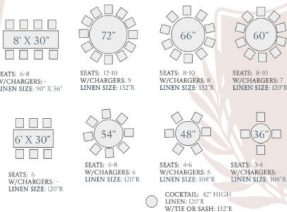
CHAT WITH
COORDINATORTell us about your wedding
colors, inspiration, and vision.

02

GET FREE D.W.P

We create your
Personalized
Digital Wedding
Portfolio.

03

ACCESSIBLE &
ORGANIZEDAll your wedding plans in
one place without ads or
sales pressure— access via
App from anywhere.digital
WEDDING
PORTFOLIOPREVIEW
LE PLANNINGPREVIEW
SEATING & MEAL

01 *alphabet*

02 *table set*

03 *reception*

PREVIEW
WEDDING MOOD BOARD

12 MONTHS *before*

- Change venue when you can
- Book your wedding budget
- Choose an engagement party
- Book your guest list
- Research and save wedding vendors
- Collect ideas & design inspiration

11-12 MONTHS *before*

- Book venue, secure your wedding
- Book your guest list
- Choose your wedding party
- Book the photographer/videographer
- Book florist
- Book hair/makeup
- Book cake
- Book the DJ or band

PREVIEW
WEDDING EVENTSPREVIEW
PARTY

BRIDES PARENTS

AISA

MARIO

PREVIEW
BUDGET OUTLINE

Vendor	%	Budget Amount	Actual Spent
Vendor		\$22,500.00	\$
Catering	40%		\$

PREVIEW
E CAKE

1ST WIFE IT SERVO 150

2ND WIFE IT SERVO 150

3RD WIFE IT SERVO 150

4TH WIFE IT SERVO 150

5TH WIFE IT SERVO 150

6TH WIFE IT SERVO 150

7TH WIFE IT SERVO 150

8TH WIFE IT SERVO 150

9TH WIFE IT SERVO 150

10TH WIFE IT SERVO 150

11TH WIFE IT SERVO 150

12TH WIFE IT SERVO 150

live action TIMELINES


July & Sharon Ng  *February 20, 2022*

TIME	VENDOR TASKS	VENUE Catering	Coordinator Angel & Vicky	Photo E. H. Photography	Video E. H. Photography	Florist E. H. Photography	Music E. H. Photography	Officiant E. H. Photography	Guest E. H. Photography	Guest E. H. Photography
	Items will be left at Galapagos's Suite, Ubahind "Haley & Wedding 2/20/22"	X								
8:00 AM	Bridal Hair by Frances (at bride's home)									
11:00 AM	Bridal Suite open: Bride arrives at Venue									
11:00 AM	Vendors have access to Venue	X	X			X			X	
11:00 AM	Makeup Artist arrives at Venue								X	
11:00 AM	Makeup Candace (Maid of Honor)								X	
12:00 PM	Bridal Makeup Sherron								X	
1:00 PM	Makeup Yvonne (Bride's Mother)								X	
1:30 PM	Video arrives at Venue			X						
1:30 PM	Florist arrives at Venue				X					
1:30 PM	Coordinator arrives at Venue		X							
1:40 PM	Photography arrives at Venue			X						
1:45 PM	Groom arrives at Venue									
2:00 PM	First Look Photos			X	X					
2:00 PM	Groom's parents arrive at venue									
2:30 PM	Tea Ceremony	X	X	X	X					

page 1 of 3

PRINTED TIMELINE

09.09.23 Tejada Wedding
WEDDING TIMELINE



TIME	DESCRIPTION
<input type="checkbox"/> 7:45 AM	Hair & Makeup Arrive to hotel
<input type="checkbox"/> 11:15 AM	Bridal Hair (90 minutes)
<input type="checkbox"/> 12:00 PM	David Evans arrives to venue
<input type="checkbox"/> 12:30 PM	Public delivers wedding cake to venue
<input type="checkbox"/> 12:30 PM	Coordinator stops at venue to get Bride's bouquet only & boutonnières
<input type="checkbox"/> 12:45 PM	Bridal Makeup (60 minutes)
<input type="checkbox"/> 1:00 PM	Coordinators Angell & Vicky arrive to hotel
<input type="checkbox"/> 1:10 PM	Coordinators gather items for detail shots & 10 champagne glasses
<input type="checkbox"/> 1:30 PM	Maddie Paige Photo arrives to hotel
<input type="checkbox"/> 1:30 PM	BGR Design Co. Video arrive to hotel
<input type="checkbox"/> 1:30 PM	Coordinator assist in steaming dresses (30 minutes)
<input type="checkbox"/> 1:30 PM	Photos: styled details (dresses, shoes, jewelry, invitation, flowers)
<input type="checkbox"/> 1:45 PM	Photos: behind the scenes of Bride completing hair & makeup
<input type="checkbox"/> 1:45 PM	All hair & makeup completed (by this time)
<input type="checkbox"/> 2:00 PM	JR Productions arrives to venue
<input type="checkbox"/> 2:50 PM	Photos: Bride & Bridesmaids pajama & champagne popping
<input type="checkbox"/> 2:00 PM	Photos: Groomsmen holding tux for "game day", then get dressed

LOCATIONS

WATERSTONE RESORT
990 East Camino Real
Boca Raton, FL 33432

Bridal Suite: / Groom's Room:

THE ADDISON
2 East Camino Real
Boca Raton, FL 33432

CONTACTS

EHC Wedding Planner: Angell | 954-234-6328
EHC Day-of Coordinator: Vicky | 954-330-2317
Addison Event Manager: Ashley | 561-372-0568

WEDDING VENDORS • MEALS

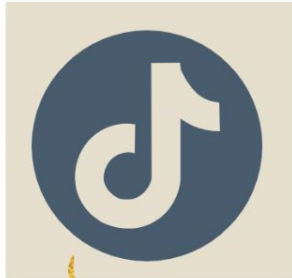
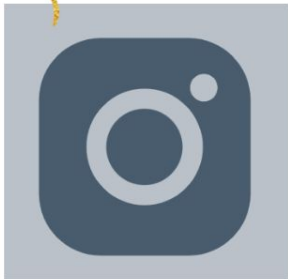
ONLINE TIMELINE

Tasks are completed automatically on the day-of. Accessible from phone, tablet, computer via a secure link

event venues

Let's Get Social

wedding tips



angeli hughes

CERTIFIED WEDDING PLANNER

954-234-6328

WWW.I1THHOURCO.COM

POV