



# THE MONARCH

COMPLETE COORDINATING & DESIGN

**\$3250**

(OR 10% OF THE TOTAL COST OF THE WEDDING. WHICHEVER IS GREATER)

**O**ur full service, all inclusive coordinating and design package provides you with a stress-free experience while planning the most important day of your life. Our team of professionals will walk you through your entire wedding planning process, focusing on creating a truly customized wedding – an authentic reflection of you. With our help, you will be surprised how easy and stress-free planning a wedding can be. Together we will create your dream wedding, and on your wedding day, you will feel confident that we are directing every detail of the plan so you can enjoy the most important day of your life. Ryan A. White Presents is confident you will receive very personalized, friendly, dedicated and expert advice while planning and coordinating your awesome wedding day.

## PRE-WEDDING

- ❖ Unlimited hours of consultation
- ❖ Regular meetings, emails and phone calls to keep you informed at each stage of the planning process
- ❖ Full theme, decor and design development (Decor rentals costs are additional)
- ❖ Venue Selection for ceremony & reception site
- ❖ Venue selection for additional events (if required)
- ❖ Vendor recommendations, negotiation & correspondence
- ❖ Budget development
- ❖ Guest accommodations & arrangements
- ❖ Preparation and management of monthly schedules
- ❖ Confirmation of all vendors

## WEDDING DAY

- ❖ Attendance at your ceremony rehearsal
- ❖ Management of small decor details (place cards, pew markers, favors).
- ❖ Detailed itinerary for wedding day provided to wedding party and vendors
- ❖ Assisting bride & bridesmaids on wedding day
- ❖ Instructing ushers & readers of duties
- ❖ Organizing processional line-up
- ❖ Assisting with the transition from ceremony to reception & transporting items
- ❖ Communication with all vendors
- ❖ Onsite direction of ceremony, photos & reception
- ❖ Overseeing scheduled events at reception, cocktails, dinner, cake cutting, entertainers, speeches
- ❖ Delivery of final payments to vendors (if required)
- ❖ Use of wedding day Emergency Kit – We will take care of all the last minute “emergencies” that arise so you don’t have to
- ❖ Coordination services on your wedding day for a maximum of 10 consecutive hours
- ❖ Head planner and an assistant for Wedding Day Services
- ❖ We will devote the time to make this the most memorable day of your life thus far.