

A Wedding Day Affair

This package is for the couple that has planned all, but need those extra set of hands on the wedding day to make sure everything is running 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)

- **(2) 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:

Specific Details/Individual needs

Amount of guests attending event

The location of ceremony & reception

How far in advance the services are secured