



The Finishing Touches Tier of Service

**** This service begins 30 days before your event date ****

- * (1) hour of ceremony rehearsal at venue (excluding church ceremonies)
- * Up to (10) Hours of onsite wedding day coordination **Additional hours of coordination billed at ILE's discretion**
- * Ensure vendor insurance certificates are given to the venue
- * Creation and implementation of wedding day timeline and logistics
- * Creation of wedding reception diagram
- * Onsite coordination of ceremony and reception
 - * Serve as liaison between client and vendors to facilitate timeline, logistics, staffing responsibilities of stage & strike the day of the event
- * Cue key moments (such as: ceremony processional, introductions, toasts/ speeches, first dances, cake ceremony)
- * Manage any unforeseen occurrences the day of the event to the best of our ability
- * Set up personal décor items & favors (limited to the welcome table, escort cards, menus, ceremony items, assembled favors)
- * Collect and pack up personal items before our departure and leave with a person you have designated responsible for these items
- * Ensure you have a magnificent day!



**** This tier of service does NOT include transportation arrangements/management and securing of rentals ****