



For the couple who has already booked vendors planned the wedding but need someone to manage all the details so they can enjoy the day.

Month of prior to wedding

TULIP

Unlimited via phone, text, and email support (9am - 10pm)

Review all vendors contracts and produce minute by minute timeline

Review and proof BEO (Banquet Event Order) provided by catering manager

Vendor confirmation and management

Management of all "Day Of" ceremony and reception details

Ceremony and coordination planning assistance

Timeline Planning, Distribution and Coordination

Provide a comprehensive itinerary 2 weeks prior to the wedding

Assist with set up - Seating Cards, Menu Cards, Favors, Sign in Book, Gifts, etc.

Distribute payments and gratuities

Marriage license information

End of event management. Pack items such as guestbook, champagne flutes, cake knife etc. and request bellman to take items and gifts to designated suite/room

*if you don't see a service listed in this package that you need please don't hesitate to ask us about it*