



Design and Day of Coordination

One of Lasting Impressions specialties is coming up with fun and creative ideas for your wedding decor. Designed for the couple who love to plan, yet would like assistance with turning their vision into a reality. We will take your ideas and create a unique design concept blending together your personalities, your venues and your vision. In addition, we will be there on the day of the wedding to make sure the designs are executed beautifully!

Wedding Organization and Guidance

- Complimentary consultation
- Unlimited hours of consultation via phone and email.
- Etiquette advisement and advice

Decor and Details

- Assistance in developing a color scheme and decor ideas.
- Detailed Decor meeting to go over our decor ideas, wedding budget and personalized mood board Sarah has prepared.
- Personalized vendor recommendations to best fit your needs and budget. Sarah will do all of the research, negotiations and present you with the best options for you and your wedding saving you countless hours and money!
- All Appointment setting and confirmation with vendors.
- Access to our vendor discounts that have been pre-negotiation with recommended vendors
- Manage all communication with decor vendors (Floral Designer, Rental Company, Stationery Designer)
- Attendance and Assistance with the following decor related vendors
 - Floral Designers
 - Linen and Rental Companies
- Assistance with the creation of your stationery products to make sure they are cohesive with the rest of your event. These items include, but are not limited to the following:
 - Save the Dates
 - Invitations
 - Menu cards
 - Place cards
 - Programs
 - Calligraphy
- Contract review and negotiation
- Guidance with choosing favors, wedding party gifts, wedding attire and out of town baskets
- Walk Through at Selected Venue to further discuss Design, Set Up, Floor Plan Diagram Layout, etc.
- Assistance in menu selection, attendance at tasting and finalization of the Banquet Event Order
- Final Timeline Preparation

www.lastingimpressionsweddings.com

Mail: 3431 THE MALL - MINNETONKA, MN 55345

Call: 612-245-4791

Email: SARAH@LASTINGIMPRESSIONSWEDDINGS.COM

Wedding Week Coordination

- Distribution of the Day of Timeline to all Vendors the Week of Wedding
- Final Vendor Confirmations
- Assistance in picking up any rental items or running last minute errands prior to the wedding .
- Rehearsal Coordination and Instruction
- Pick up of Stationary Items such as place cards, programs, menu cards, etc.
- Collection of items at rehearsal to be brought and set up by us on Wedding Day such as: Decor Items, Photographs , Guest Books, Favors, Toasting Glasses, Cake Serving Set, etc.

Wedding Day Coordination

- Complete wedding day coordination (unlimited hours) with two coordinators
- Greet and assist of all vendors with proper set- up and design of ceremony &
 - reception areas
- Set up all reception items including (but not limited to): Place cards, Guest book, favors, Photographs, candy bar, specialty linens, gift table, ceremony programs, menu cards.
- Be available to do last minute errands .
- Distribute and pin all corsages, boutonnieres, wedding personal flowers
- Act as the "Go-To" person for all vendors and wedding party to ensure the bride and groom can relax and enjoy their day.
- Communicate with all catering staff and banquet captain
- Make sure the ceremony and reception site set up is completed and decorated to your specifications.
- Manage the timing of events for the bride and groom, family, wedding party and vendors.
- Be there by your side and available for any emergencies - Emergency Kit is included and always with us
- Review seating assignment with ushers and be available for questions .
- Round up, line up and cue the Wedding Party when it's time to walk down the aisle
- Make certain that the ceremony musicians are cued appropriately to ensure correct pace and timing
- Make certain that all decor items from ceremony which will be reused at reception get to appropriate places
- Clean any of the "getting ready spaces" at ceremony site
- Make certain all candles are lit and last minute touches are done to the reception site
- Answer all guests' questions and concerns graciously throughout the day
- Coordinate all of your reception details - We will cue and prepare you through the evening:
 - Grand Entrance
 - Blessings and Toasts
 - Cake Cutting
 - First Dance, Father/Daughter Dance and Mother/Son dance
- Ensure all vendors complete obligations and receive final payments at the completion of their job .
- Ensure the day runs on schedule to make sure you get all of your special touches in
- Keep track of, organize and pack everything up for you at the end of the evening
- Collect all of your wedding gifts, your guest book, pen, toasting glasses, cake top, table decor, etc and bring everything to your Honeymoon Suite, or Designated Car
- Ensure that the end of night transportation is running successfully

After the Wedding

- Communicate with vendors on any wedding day complications or Follow ups
- Return Rental Items
 - Cake stands
 - Linens
 - Florists Vases

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