



**I initiated the LCE foundation: over 27 years ago as an Event Manager with one of Atlanta's most prominent catering companies, Bold Catering and Design. With almost 3 decades of experience, I have planned and managed in countless venues such as, The Fox Theater, The History Center, The Woodruff Art Center, Ponce City Market (Roof Top); as well as, Prominent Celebrity Weddings such as The Real Housewives of Atlanta (Kandi Burrus's) and Atlanta's most amazing Wedding venues...American Spirt Works, Southern Exchange, King Plow Art Center, The Foundry at Puritan Mills, Sea Island, The Masters Golf Tournament, and the Atlanta Falcons Owner Arthur Blank Foundation, just scratch the surface. LCE is an extremely dynamic, detailed oriented company, providing our clients with the ultimate venue experience which makes LCE stand out from other wedding companies.**



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## ***MONTH-OF-COORDINATION***

***(This is also known as day-of-coordination)***

***Review of all Vendor Contracts with the vendor (2 weeks before the wedding).***

***Guest list Management (RSVP Management postdate).***

***Timeline Creations.***

### ***The Rehearsal:***

***Coordination of the Wedding Rehearsal.***

***Coordination of the Rehearsal Dinner***

### ***The Wedding Day:***

***Professional Wedding Day Management. Coordination of Wedding Ceremony***

***Starting Investment: \$900.00***



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*Planning execution, and event management for ceremony and wedding.*

*Budget planning.*

*RSVP management (guestlist and seating chart development).*

*Monthly updates on tasks.*

*Planning Checklist (Custom planning checklist for client).*

*Etiquette Advisement.*

*Décor/Floral oversight.*

*Advocate for the family (dealings with vendors)*

*Photography and video vendor management and scheduling.*

*Floor plan and venue layout (custom floor plan, maximize the space for event flow.*

*Analyze and create a cohesive flow for your event.*

*(This is just a few items that are offered for full s*

***Starting Investment: \$2,000***

***Contact us...404-858-8423 [www.lesliecoxevents](http://www.lesliecoxevents.com)***

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