



Engaged

EVENT MANAGEMENT

Wedding Management Package

Planning & Logistics Assistance

- Unlimited email correspondence, answering questions and knowledge sharing related to wedding preparations beginning immediately
- Sharing of work-in-progress timeline and detail question documents via Google Drive
- Vendor recommendations
- Vendor contract review
- Sharing of Pinterest Boards

Details Meeting

- Consultation and venue walkthrough 1 or 2 months before wedding day.
- Creation of comprehensive wedding day timeline and set up instruction document. Finalized copies of these documents are shared with each of your vendors
- Review ceremony, cocktail hour and reception floor plans including contingency plans
- Assistance in inventory list creation that includes all supplies used on wedding day

Wedding Week Management

- Phone or video call check in for any last-minute coordination assistance
- Management of and attendance at ceremony rehearsal at rehearsal venue
- Condensed timeline creation shared via text to parents and wedding party

Wedding Day Management

- Up to 10 hours of on-site coordination
- Includes 1 Lead Manager and at least 1 Assistant Manager
- Unlimited phone, text and email support starting at 7:00am
- Confirm arrival of all vendors
- Manage wedding party and guest transportation
- Assist with any dressing details (buttoning dress, pinning boutonnieres, etc.)
- Distribute flowers to wedding party and family members
- Certify ceremony set up is fully executed
- Orchestrate ceremony including processional line up and cueing musicians
- Certify cocktail hour and reception set up is fully executed
- Manage reception's sequence of events (introductions, toasts, dances, etc.)
- Maintain contact with vendors throughout the entire day
- Aid all guests with provisions from fully stocked emergency kit
- Resolve ad hoc issues that may arise
- Deliver final payments and gratuities to vendors
- Gather gifts and all wedding supplies at end of the evening