



## Wedding Planning Services

### Day-of Wedding Coordination

- Unlimited communication between client and coordinator
- preparation of day-of schedule (timeline & logistics)
- determine time of arrival and set up time of vendors
- orchestrate wedding rehearsal
- supervision of ceremony and reception site setup
- confirmation of delivery and correct placement of vendor items (cake, flowers, linens, etc.)
- on-site "emergency kit" easily accessible for Client
- coordinate and set up reception and ceremony items including but not limited to toasting glasses, cake knife, photos, escort cards, favors, and guest book
- cue the start of all of the reception activities including introductions, first dance, dinner, toasts, and cake cutting
- oversight of vendors on-site
- coordinate with client final payment & tip delivery to necessary vendors
- stay throughout the reception and coordinate clean up and breakdown of vendors and ensure that all personal wedding items are returned to the Client

### Month-of Wedding Coordination

*All of the above services plus:*

- unlimited ceremony and reception site visit(s)
- 2 to 3 in person meetings and a site visit
- Creation of wedding day items checklist
- Final in person meeting with coordination and pick up of all day of materials
- assistance with layout of ceremony and reception sites

### Partial Service

*All of the above services plus:*

- assistance with vendor selection & research (including but not limited to DJ, Photographer, Florist)
- narrowing vendor choices down to 2 to 3 selections with cost comparisons
- negotiate and review vendor contracts
- arrangement of hotel accommodations
- management of room block for guests and/or bridal party
- arrangement of transportation services needed for guests and/or wedding party
- keep Client on track for important dates regarding vendor commitments and payment schedule

**Full Service**

*All of the above services plus:*

- assistance with selection of wedding style, theme, and décor
- assistance with managing wedding budget
- research and assistance with the selection of ceremony and reception venues
- assistance with selection of food & beverage during reception (including wedding cake(s))
- assistance with seating arrangements and layout of venue set-up
- creation and facilitation of amenities, such as welcome bags, place cards and programs

***Custom packages and services are also available***