

# Month of Planning

This package is curated for couples that has planned almost everything on their own but are looking for us to organize and tie up any loose ends so that you can enjoy your wedding day eating, drinking, spending time with your loved ones and dancing the night away.

## *Planning & preparation*

- Up to four (4) inperson planning consultations
- Unlimited consultations via email and/or phone
- Assist with event floor plan
- Checklist of personal items needed for wedding day
- Marriage License information
- Preparation of detailed wedding day timeline for vendors and bridal party
- Walk-through visit of ceremony and reception venues

## *other coordination services*

- Communicate final head count to appropriate parties
- Create vendor list with contact information and provide to all necessary parties
- Distribute wedding day timeline to all vendors
- Request and obtain copies of insurance certificates if required by venue
- Review vendor contracts, deposits and payments
- Send final confirmations to all vendors one week prior

## *wedding rehearsal*

- Direct wedding rehearsal
- Distribute wedding day timeline to wedding party
- Organize wedding party for line up and placement

## *wedding day*

- Event coordination on-site to manage overall the wedding ceremony and reception (up to 8 hours)
- Assist guests with seating arrangements
- Coordinate reception activities including grand entrance, first dance, toasts, cake cutting, etc.
- Coordinate transport of gifts and personal items into designated vehicle or hotel room with bridal party
- Distribute any final payments and/or gratuities to vendors on the day of
- Final inspections on setup
- Main liaison between all vendors and the client
- Manage the overall timing of the event with the wedding party, family and vendors
- Review reception activities and timing with MC/DJ or band
- Set up of any special area for the guests (i.e. candy buffet, dessert buffet stations)
- Set up of escort card table, gift table and guest book table.