



preparation

- Up to 6 In-Person Planning Consultations/Sessions
Specific types of consultation/sessions will be defined in the client's personalized proposal. Such consultations will include but are not limited to:
 - Budget and cost analysis — help establish priorities
 - Menu Tasting + Details Meeting with Hotel/Caterer
 - Timeline Session
 - Tabletop + Final Prototype Session
- Continuous recommendations via phone + e-mail
- Assist with event floor plan
- Create detailed wedding day timeline for vendors and wedding party
- Ceremony planning + reception planning
- Detailed schedule for rehearsal, ceremony, and reception
- Review event order/Banquet Event Order {BEO} from hotel/caterer
- Marriage License Information
- Etiquette advisement
- Checklist of personal items needed for wedding day
- Receive all personal items for ceremony + reception {i.e. escort cards, guestbook, favors, etc.}

vendor selection + coordination

- Service provider recommendations {photographers, videographers, invitations, bands, DJs, entertainment, caterers, florists, linens, lighting, chairs, other rentals, transportation, officiants, hair/makeup artists, etc.}
- Review proposals and contract review
- Assist with placing orders for any rental items needed {i.e. specialty linens, chairs, tabletop items such as specialty stemware, chargers, dance floor, furniture, draping, etc.}
- Request and obtain copies of insurance certificates if required by venue
- Create vendor list with contact information, setup + strike times + provide to all necessary parties
- Distribute detailed setup + strike instructions
- Distribute wedding day timeline for vendors
- Distribute driving directions and maps
- Send final confirmations to vendor one week prior
- Relay final head count to appropriate parties

wedding rehearsal

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

wedding day

- Day-of wedding coordination {up to 12 hours}; overall management of wedding ceremony and reception
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members, and vendors
- Distribute flowers to wedding party and family
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc. {as per instructions}
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate with musicians on ceremony song selections
- Cue ceremony
- Review reception activities and timing with band or MC/DJ
- Audio/Visual check/test with parties involved
- Coordinate reception activities — grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payments and/or gratuities to vendors {paid by client}
- Coordinate transport of gifts and personal items into designated car or hotel room with groomsmen

notes

Additional Event Coordinator{s} required for weddings larger than 200 guests, specific properties, multiple locations, or shuttle transportation involved.

The following services may also be included in your customized comprehensive package:

- Location sourcing and attendance to site visits
- Additional Event Coordinators
- Additional In-Person Consultations or Vendor meetings
- Assemble + mail out invitations {postage paid by client}
- RSVP service
- Assist with wedding website content/wording
- Assist with out-of-town guest accommodations {hotel, transportation, events, etc.} + welcome bags/baskets
- Create and distribute directions, timelines, and visitor activities packet for out-of-town guests

Additional pre + post event a la carte services may include:

- Engagement Parties
- Engagement photoshoot styling
- Custom inspiration boards
- Miscellaneous graphic design
- Rehearsal dinner arrangements
- Sweet treats buffet
- Photobooth rental + service