



MONTH OF WEDDING MANAGEMENT PACKAGE

This package is designed for couples who have planned all wedding details and would like a professional to execute these details on the wedding day to flawless perfection.

This service begins six weeks prior to your wedding day. On the day of your wedding we will be your point of contact for vendors, guests, wedding party, and family. We will conduct the ceremony and reception according to your specifications and vision of your day. Please see below details included in this package.

SIX WEEKS PRIOR TO YOUR WEDDING DAY

- On going advice or guidance throughout the planning process leading to wedding day
- General consult to establish a rough outline of your wedding day schedule
- Unlimited contact via email, phone, Skype
- Recommendations of vendors if needed

4 WEEKS PRIOR TO YOUR WEDDING DAY

- In person site visit to reception and ceremony venue
- Creation of detailed wedding day itinerary
- Communicate with all dream team members to confirm arrival times, set up and tear down times
- Wedding day itinerary will be emailed to all vendors with a follow up phone conversation

WEEK OF THE WEDDING

- **1 Hr Rehearsal coordination**

ON THE DAY OF

- Full service wedding coordination with WPIC certified coordinator and assistant(s) at ceremony, photography and reception sites
- Overseeing the wedding day itinerary and arrival of all vendors to ceremony/reception sites
- Quality and quantity check of all rental, décor and floral items
- Ensure design and overall set up reflects couple's vision
- Assisting photographer in organizing family and bridal party photos
- Setting up day of details (i.e programs, guest book, favors, place cards)
- Queuing DJ, Kitchen staff, bridal party times of entrances, dances, speeches and cutting of the cake
- Access to fully stocked emergency kit
- All items in cocktail area set up earlier in the day will be placed the bridal suite before end of night for coordinator