

Momentous Occasions Inc.

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“Full Wedding Planning”

With our full-service planning package, from concept to completion, we will help you create and execute your intimate wedding.

Planning Stage:

Lead Planner (Araxie) will provide the following services:

- Unlimited meetings, phone calls and emails during business hours
- Provide expert advice and design concept
- Provide professional vendor list, assist finding the right vendors and collect quotes
- Attendance at meetings (in-person or video) with all vendors/service providers
- Provide a check list to stay on track of planning
- Budget planning and management
- Guidance in décor, floral and food selection
- Visit ceremony and reception site prior to the wedding
- Guest list management
- Assistance in designing the floor plan and seating chart
- Provide detailed timeline to vendors and bridal party
- Rehearsal co-ordination
- Contact all vendors/service providers 1-2 weeks before the wedding day
- Prepare Day of Event itinerary
- Provide Day of Coordination and supervision onsite until the end of event

Rehearsal Coordination details:

- Work with wedding officiator to choreograph wedding ceremony, processional and recessional

Wedding Day:

-Pre-ceremony:

- Ensure on-time arrival of hair and make-up stylists
- Make sure personal flowers i.e. bridal bouquet, bridesmaid's flowers, corsages', and boutonniere arrive on time
- Make sure photographer/videographer arrives on time
- Make sure transportation arrives on time and instruct wedding party as to when to depart for ceremony
- Communicate with best man to make sure groom is getting dressed and on-time

-Ceremony:

- Set-up programs and other ceremony items
- Ensure ushers/groomsmen arrive on time
- Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- Line-up the bridal party for their entrances down the aisle
- Gather family and friends for after ceremony photos

-Prior to Reception:

- Greet vendors and instruct them if necessary
- Arrange seating cards
- Make sure décor/flowers are set-up according to flower order
- Meet with catering staff to confirm food timeline
- Set-up guest book, picture frames, cake cutting utensils

-Reception*:

- Ensure proper flow of cocktail hour food
- Look over dining tables and make sure they are set-up properly
- Help guests locate their seating cards and dining tables
- Cue band/MC/DJ when the bride and groom are ready to be introduced
- Cue band, MC, DJ, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting and toasts
- Be aware of timing of catering service and make sure people are served promptly
- Distribute gratuities to vendors at the end of the evening
- Prevent and fix any problems that may arise during the event
- Remain easily accessible throughout the event in case there are any details the couple would like attended to
- Pack-up gifts and envelopes and place them in the bridal suit.

Fee for Services: The fee for executing the above-mentioned services start from \$3,000.00+HST.

*To protect the health and safety of our couples, their guests, and our vendors, we will follow the complete health and safety guidelines provided by the government.