



Wedding Day Coordination Bronze Package

Prior to Your Wedding Day:

- A scheduled 2 hour "get to know you" meeting
- Ongoing and Unlimited email and phone calls for up to 18 months before the wedding date (calls during business hours, please) (Tue-Fri, 10-6)
- Up to 12 hours of meetings to include initial planning meeting, a meeting with the photographer (can be via phone or email) and a final planning meeting 2 weeks prior to the wedding
- Assistance obtaining Marriage License and any other required Licenses or Insurances
- Develop a custom detailed Master Wedding Day Timeline to include vendor and wedding party arrivals, processions, ceremony schedule, photography schedule, flow of cocktail hour and reception up to the time of your send-off
- Assistance with communication with your photographer with a must have photo list
- Coordinate your timeline with your photographer, ensuring that ample time is being scheduled to get the shots you have planned for
- Create a detailed plan for the DJ, including music for each planned event on the timeline, as well as planned announcements
- Delivery of the Timeline to all vendors, venues, wedding party, and couple - ensuring everyone is "on the same page" and there is no confusion
- Review of all Vendor contracts, contacting all Vendors one to two weeks before the event to double check tasks, supplies, arrival times, etc.
- Provide Ceremony and Reception Accessories Checklist, helping you to stay organized and stress free on your big day
- Advice on Wedding Day tradition, etiquette and protocol
- Assist with seating arrangements for family and wedding party at the ceremony and reception
- Review Banquet Event Order with caterer