

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
- A tour of your selected Ceremony and Reception Venues
- 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
- Identify and correct any gaps or duplications in contracted services
- 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.
- Act as point of contact for Vendors when they arrive at the venues, directing them where to set up, and previously agreed on items to be furnished
- 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
- Coordinate and attend Wedding Rehearsal and Walk Through with the Officiate at the Venue (up to 2 hours)
- Assist with seating arrangements for family and wedding party at the ceremony and reception
- Review Banquet Event Order with Caterer

On Your Wedding Day:

- Up to 12 hours Coordination and Direction of the Ceremony and Reception
- Set up of your Registry / Gift Table, Cake Table, and Unity Ceremony
- Have a Bride's Wedding Day Emergency Kit available for those unexpected moments/accidents
- Oversee all dynamic facets of your day into a seamless event - including vendor management, attending to guest's needs and inquires, facilitating solutions to unexpected situations that may arise, etc.
- Attend final sound check with DJ/MC or live musicians
- Ensure that the design of the ceremony and reception venues appear as anticipated
- Direct Ushers with seating and program distribution
- Line up and Cue Honored Guests, Family, and Wedding Party for Processional
- Coordinate events and announcements with the DJ throughout the Reception
- Organize and coordinate your wedding party entrance, and presentation of the Bride and Groom into the Reception, Toasts, and Obligatory Dances
- Assist with Cake Cutting, Bouquet & Garter
- Deliver payment to any vendors requiring payment on the day of the wedding
- Arrange for transport of all personal items from ceremony to reception site
- Collect items from Ceremony and Reception Boxes, including toasting flutes, cake cutter, guest book, unity candle, and pictures, ensuring they reach the proper vehicle or on site hotel room.

