



Wedding Coordination & Direction Platinum Couture Package

Prior to Your Wedding Day:

- Unlimited in-person consultations/meetings as well as phone and email correspondence
- Meeting with Reception Venue Coordinator and Caterer to discuss wedding day itinerary
- Create Wedding Vision & Prepare a Budget
- Event Design with a color palate and decor personalized to you including custom designed invitations, floral design, stationary, favors, table design, etc
- Mock setup of linens, flowers, table decor, etc. before wedding
- Custom Save the Date, Invitation and inserts, Program and Menu design, wording and ordering assistance
- Assistance with RSVP tracking
- Guest list and table/floor plan seating assistance
- Suggested Bridal Wear according to personal style, figure, and theme of the wedding
- Manage and maintain an ongoing timeline of tasks for Bride & Groom
- Schedule all hair and makeup appointments
- Email letter sent to each attendant regarding timelines and places of events
- Schedule wedding day transportation
- Assist with selection of favors, attendant gifts, parent gifts, table numbers, place cards, and menus
- Design and delivery of out-of-town guest bags (can include shopping for items to be included)
- Planning of Rehearsal Dinner and/or Departure Brunch
- Assistance in planning your Bridesmaids' Luncheon
- Assistance in coordinating a spa day (mani/pedi appts.) for the bridal party
- Schedule and attend bridal portrait session to assist with arrangement of dress and bouquet delivery
- Arrangements for food trays and beverages in wedding party dressing rooms
- Assistance in arranging for childcare services for guests

On Your Wedding Day and Beyond:

- Unlimited coverage of Wedding Day Coordination and Supervision at the Ceremony and Reception Sites
- Your own personal Bridal Concierge to assist you and your bridal party with any needs prior to the Ceremony
- Set-up unity ceremony, guest book/pen, escort cards, pictures, cake napkins, favors, organize tables with correct number of chairs
- Coordinate the "Reveal" of your Reception for you, your parents, and wedding party
- Assistance with bustling wedding gown and veil removal
- Retrieve top of wedding cake, cake topper, toasting flutes, knife and cake server
- Gather your personal items and gifts/cards at the end of the night and place into the designated vehicle
- Coordinate and Supervise Send-off Festivities and passing out favors to guests
- Pick up and return of all rental items including cake boards, linens, easels...
- Return of Groom's and Groomsman tuxedos to rental location
- Collect and Deliver Wedding Gown to designated location
- Assistance with Thank You note wording
- To-go basket for Bride and Groom waiting in the get away car
- Delivery of couple's luggage to the hotel for the wedding night
- Compose and submit engagement and/or wedding announcements to specified newspapers

{All Items in Gold Wedding Coordination & Direction Package are Included}