

### 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 8 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 Venue
- Assistance obtaining Marriage License
- Develop a custom detailed Ceremony Timeline to include wedding party arrivals, processional, ceremony schedule, and pre-ceremony photography schedule.
- Assistance with communication with your photographer with a must have photo list
- Create a detailed Ceremony plan for the DJ, including music for each planned event on the timeline
- Delivery of the Timeline to all vendors, venues, wedding party, and couple - ensuring everyone is "on the same page" and there is no confusion
- 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

### On Your Wedding Day:

- Coordination and Direction of the Ceremony
- Set up of your Registry / Gift Table, and Unity Ceremony
- Attend to your guest's needs and inquires, facilitating solutions to unexpected situations that may arise, etc.
- Attend final sound check with DJ/MC or live musicians for the ceremony
- Ensure that the design of the ceremony appear as anticipated
- Direct Ushers with seating and program distribution
- Line up and Cue Honored Guests, Family, and Wedding Party for Processional
- 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 including guest book, unity candle, and pictures, ensuring they reach the proper vehicle or on site hotel room.