



## Wedding Coordinating Services

No two weddings are alike, so the services of a wedding consultant differ with each wedding and event. Each package is customized to accommodate each bride and her family for the special day. With the initial complimentary first meeting offered by one of our experienced Coordinators, the bride is able to choose the exact services that are needed in planning her lifetime event. All packages are customizable and the descriptions give great detail, but services are not limited to the lists themselves.

### Princess Package- Personal Attention-Start to Finish

Created for the bride who chooses to have complete wedding coordination service and attention. The bride and the coordinator work together in research, selection of vendors and attend all appointments together. Created for the bride who is a full-time student, professional, or has other constraints where she will need the coordinator to guide/direct each step of the process from engagement to the honeymoon departure.

- Initial meeting to get an overview of wishes, colors and desires
- Create a personal notebook with timeline fit to your schedule, budget, and samples
- Comprehensive list of area professional vendors/ceremony/reception/dinner sites
- Arrange appointments with professional vendors
- Etiquette guidance and suggestions
- Pass on any discounts provided by vendors to the brides
- Set up accommodation blocks for out of town guests
- Unlimited phone calls and e-mails
- Continuous update of details and payments between professionals and bride
- Assist with wedding party letters to the wedding party
- Assist with selection of hair/make up artist
- Provide church/reception site rules to contracted professionals
- Set up transportation for the wedding weekend for guest and bridal party
- Choosing and planning for invitations and thank you notes
- Assist the groom with his duties/responsibilities of the wedding planning
- Two weeks prior to wedding- consult the officiate/clergy to review ceremony
- Set up meeting with ceremony musician to select music with program order
- Set up final wedding meetings with vendors
- Obtain bridal items for ceremony/reception: goblets, napkins, portrait
- Create a detailed itinerary, contact sheet and map for the wedding vendors
- Personally contact each vendor during wedding week to ensure their contracted services
- Work with the bride and groom for pew seating of family members
- Conduct a pre-rehearsal with the bride/groom at ceremony site for placement
- Direct and assist at rehearsal-providing each attendant with a wedding day agenda
- Provide an bridal emergency kit to be available during pre-ceremony dressing
- Assist the bride and attendants during dressing for the ceremony
- Distribute final payments and tips to vendors
- Coordinate with florist, flower distribution for the ceremony
- Direct the seating of guests with the ushers and processional order
- Bustle wedding gown at the reception
- Coordinate reception details: Couple entrance and first dance, cake cutting, toasting departure , "exit " gifts for guests
- Place personal items ( bouquet, cake topper, portrait, goblets, book, gifts) in area for bridal family or designated friends responsible for items

**This package also includes the following, but services are not limited to:**

- Arrange and attend appointments with vendors
- Assist with Save the Dates and Invitations
- Assist with map for the invitations
- Assist with bridal gown fittings
- Attend meeting with ceremony musicians to select music for ceremony
- Assist with bridal portrait, obtaining the bouquet and being on site
- Assist with delivery of hotel gift basket for guests
- Set up hospitality suite for guest and bridal party
- Deliver all wedding day accessories and miscellaneous items to the ceremony and reception site ( portrait, bridal book, pens, programs, cake napkins/knife, goblets)
- Return cake structures to the bakery on Monday

Wedding Weekend Wrap-up \$1500.00

For the bride who had made all her vendor selections and decisions, yet comes to the realization that she wants to “be a bride” at her wedding. This package allows one of our professional Coordinators to personally take the bride’s plans and details to organize them into a wedding week and wedding day agenda for the professional service vendors. From the initial consultation the coordinator will be able to complete the details of the bride and ensure all her wedding plans are in control and followed through for her wonderful day.

This service offers:

- Complete Wedding Weekend Wrap Up
- Initial meeting to review all services contracted by the bride
- One meeting with ceremony and reception site to coordinate details
- Provide a wedding week agenda and contact list for the professionals
- Coordinate with the bride a rehearsal sheet for attendants timing on wedding day
- Wedding week- personally contact each vendor contracted- provide map if needed
- Coordinate all wedding items to get to proper place -book, pen, portrait, cake knife, and programs
- Attend and direct the rehearsal
- Wedding Day coordination up to 10 hours
- Arrive at ceremony site prior to bride to check on details and décor
- Assist with dressing of bride, attendants and flower distribution
- Provide a wedding day emergency kit for the bride and wedding party
- Assist the ushers with seating of the guests and ceremony processional
- Coordinate all details and timing with the photographer and videographer
- Assist with all details and timeline at the reception: bride/groom entrance, first dances, cake cutting, bouquet and garter toss
- Coordinate all departure items for the family- gifts, cake, book, portrait, pens, and any additional items to be sent home with friends or family



## I've Got the Ring, What's Next? \$750.00

You are newly engaged, although excited, a little overwhelmed. This package is for the bride who wants to plan her own wedding, yet needs some expert advice as to where to begin and the basic steps in planning. During two separate meetings you will be provided a wedding planning packet full of in-depth materials providing direction and suggestions in planning your wedding.

This package offers:

- Initial consultation
- Two separate meetings - 2 hours per meeting
- Discuss wedding expectations
- Outline wedding planning process
- Discuss suggested budget and timeline
- Provide a wedding planning packet with suggestions, samples and planning materials
- Provide a list of professional vendors and sites
- Provide a suggested wedding week agenda and rehearsal format for wedding party
- Offer suggestions for each area of wedding service
- Provide samples of invitation addressing format
- Offer a discount on selected invitations and thank you notes
- Etiquette guidance



## Wedding Day coordination up to 10 hours \$600.00

For the Bride that has planned it all and wants to relax on the day of her wedding, let our fabulous Coordinators take over on your special day so that whatever issues pop up throughout the day, you won't be the wiser! Just relax!

- Arrive at ceremony site prior to bride to check on details and décor
- Assist with dressing of bride, attendants and flower distribution
- Provide a wedding day emergency kit for the bride and wedding party
- Assist the ushers with seating of the guests and ceremony processional
- Coordinate all details and timing with the photographer and videographer
- Assist with all details and timeline at the reception: bride/groom entrance, first dances, cake cutting, bouquet and garter toss
- Coordinate all departure items for the family- gifts, cake, book, portrait, pens, and any additional items to be sent home with friends or family

In addition to Wedding Services we also provide the following:

- Golf Tournament- Approx-135-180 Hours
- Fundraising Event- Approx- 75-95 Hours
- Corporate Meeting- Approx- 20-35 Hours
- Special Occasion Party i.e. Anniversary, Birthday, Graduation etc. Approx 20+ Hours