

THE SPECIAL DAY – BASIC PLAN

Guidance begins up to 3 months prior to event.

PLANNING & PREPARATION

- . (3) In-Person Planning Consultations/Sessions
 - . Menu Tasting & Details Meeting with Hotel/Caterer
 - . Timeline Session
 - . (1) Additional Consultation/Session – may also be used for Vendor Meeting
- . Continuous recommendations or suggestions via phone or e-mail
- . Assist with event floor plan
- . Create detailed wedding day timeline for vendors and wedding party
- . Ceremony planning & reception planning
- . Detailed schedule for rehearsal, ceremony and reception
- . Review event order/banquet event order (BEO) from hotel/caterer
- . Marriage License Information
- . Etiquette advisement
- . Checklist of personal items needed for wedding day
- . Receive all personal items for ceremony & reception (i.e. place cards, guest book, toasting glasses, cake cutter, favors, etc)

VENDOR SELECTION & COORDINATION

- . Review vendor contracts, deposits & payments
- . Request and obtain copies of insurance certificates if required by venue
- . Create vendor list with contact information, setup & strike times & provide to all necessary parties
- . Distribute detailed setup & strike instructions
- . Distribute wedding day timeline for vendors
- . Distribute driving directions and maps
- . Send final confirmations to vendors by e-mail & phone (1 week prior)
- . Relay final head count to appropriate parties

WEDDING REHEARSAL

- . Direct wedding rehearsal
- . Organize wedding party for line up and placement
- . Distribute timeline to wedding party

WEDDING DAY SERVICES

- . Wedding Day Director (full day coverage)
- . Two (2) Additional Day of Coordinators
- . Setup supervision, overall management of wedding ceremony and reception
- . Wedding Day Emergency Kit
- . Assist wedding party with attire
- . Manage the timing of the event with wedding party, family members

- . and vendors
- . Distribute flowers to wedding party and family
- . Setup personal items as per instructions for ceremony & reception
- . Final inspections on setup, seating placements/count, table/place cards, décor, etc
- . Greet guests and assist with seating arrangements
- . Attend to guests needing special assistance
- . Coordinate with musicians on ceremony song selections
- . Cue ceremony
- . Coordinate transport of gifts and personal items into designated car or hotel room with Groomsmen

NOTES

Additional Day of Coordinators required for larger weddings, specific properties, multiple locations, or shuttle transportation involved.

The following services may also be included in your customized basic plan package:

- . Additional Day of Coordinators
- . Additional In-Person Consultations/Sessions or Vendor Meetings
- . Select Vendor Referrals
- . Assist with out-of-town guest accommodations (hotel, transportation)
- . Create and distribute directions, timelines and visitor activities packet for out-of-town guests
- . Assemble and deliver guest welcome bags/baskets at hotel(s)
- . Plan activities for out of town guests

Additional pre & post event a la carte services may include:

- . Rehearsal dinner arrangements
- . Day after brunch arrangements
- . Honeymoon arrangements

PRICE: STARTS AT \$2500 – \$3850+

2010 – 2011 Rates (subject to change without notice)