

THE SPECIAL DAY – BASIC PLUS ASSISTANCE PLAN

Planning & Preparation

- Up to 6 in-person planning consultations
 - maximum 2 hrs per consultation
 - time may also be used for vendor meetings
 - final consultation will be during week of wedding
- Ceremony and Reception Site(s) walk thru
- Budget and cost analysis – establish priorities
- Personal budget spreadsheet and management
- Assist with event design, theme, décor
- Personalized checklists and reminders
- Create event floor plan (as needed)
- Create detailed wedding day timeline for vendors and wedding party
- Ceremony planning and reception planning
- Detailed schedule for rehearsal, ceremony and reception
- Recommendations or suggestions via phone or e-mail
- 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, favors, etc)

Vendor Selection & Coordination

- Review vendor contracts already in place
- Review vendor deposits and payments
- Additional vendor referrals (within budget parameters, verify availability) and arrange meetings
- 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 (One week prior)
- Relay final head count to appropriate parties

Invitations & Stationary

- Referrals to invitation vendors
- Advise on invitation etiquette and wording
- Assist with design of invitations
- Referrals to invitation vendors
- Assist with design, wording and purchase of ceremony programs

Wedding Rehearsal

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

Wedding Day Services

- Wedding Day Director (up to 10 hours)
- One (1) Additional Day of Coordinator
- 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
- Cue ceremony
- Coordinate reception activities – grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payment and gratuities to vendors (paid by client)
- Coordinate transport of gifts and personal items into designated car or hotel room with Groomsmen

Notes:

Additional Day of Coordinators required for larger weddings

Exact pricing will depend on:

- Number of guests
- Location of ceremony & reception

Price: Starts at \$3600.00