



## ***Wedding Services Offered***

### **The Engagement:**

- ✂ **Bi-monthly in-person meetings with coordinator or planner**
- ✂ **Assistance with the selection of colors, theme & style**
- ✂ **Assistance with reception planning (décor, menu, events, and rental items)**
- ✂ **Development of a budget and assistance with keeping the event within that budget**
- ✂ **Assistance with venue selection**
- ✂ **Guest Management:**
  - ✂ With input from couple, create layout of seating arrangements for ceremony and reception
  - ✂ Assistance with group hotel accommodations
  - ✂ Maintain RSVPs
  - ✂ Assist with ideas for and ensure receipt of welcome bags for out-of-town guests
- ✂ **Vendors:**
  - ✂ Schedule and attend appointments (upon request and if available)
  - ✂ Discuss and help with vendor selections
  - ✂ Review and negotiate contracts
  - ✂ Send final payment due date reminders
  - ✂ Timeline forwarded one week in advance of wedding and follow-up provided via telephone 24-48 hours prior to the event
- ✂ **Stationary (Invitations, Programs, etc):**
  - ✂ Discuss save-the-date ideas
  - ✂ Provide creative ideas for selection and wording
  - ✂ Stuff, address and mail invitations
- ✂ **Etiquette Guidance**
- ✂ **Provide information on how to obtain a marriage license**
- ✂ **Coordinate rehearsal dinner**
- ✂ **Create a detailed Wedding Day itinerary which will be mailed or emailed to all participants at least 14 days prior to the event.**
- ✂ **Ceremony consultation and guidance**

## **The Wedding:**

- ✂ **Wedding rehearsal coordination (for set number of hours)**
- ✂ **Confirm vendor arrivals and serve as main point of contact on this day**
- ✂ **Ensure itinerary is carried out according to plan and handle any last minute details**
- ✂ **Direct couple and bridal party**
- ✂ **Transport items from the ceremony to the reception**
- ✂ **Ensure all flowers are dispersed per the floral agreement**
- ✂ **Reception:**
  - ✂ Ensure cake top is boxed and given to designated person
  - ✂ Ensure "to-go" meal is prepared for couple
  - ✂ Ensure gifts are retrieved by the designated person

## **The Honeymoon:**

- ✂ **Assure the rental items are returned**
- ✂ **Deliver bouquet to florist for preservation if necessary**
- ✂ **One last meeting with coordinator to retrieve reception items and wrap-up!**

\*Customized packages of services are available.