



Pre-Wedding Services

- One Hour Initial Personal Consultation
- Development and Management of Ceremony and Reception Itinerary
- Review Selection of Vendors and review Contracts
- Send Reminders of Deadlines based on Vendor Contract information
- Provide marriage license information
- Create and Distribute Contact Information Sheets to all necessary parties
- One Hour Finalization Consultation
- Distribute Timeline to Vendors before Wedding Day
- Confirm Vendors one week before Wedding Day
- One hour of Wedding Rehearsal Coordination

Wedding Day Services

- Six hours of Wedding Ceremony/Reception Coordination
- Meet vendors at ceremony and reception site with their deliveries and for their set-up
- Maintain and Coordinate Timeline for All Events
- Provide a Wedding Day Emergency Kit
- Cue Bride & Groom, Bridal Party & Parents for Events
- Distribute Tossing Items to Guests
- Deliver Final Payments & Tips to Vendors