



Pre-Wedding Services

- Initial Personal Consultation
- Ongoing consultations and advise via email and/or phone as needed
- Development and Management of Wedding Budget with ongoing reminders for payment deadlines
- Development and Management of Wedding Planning Checklist with ongoing reminders for deadlines
- Development and Management of Ceremony and Reception Itinerary
- Assistance with determining color scheme, theme, and style of wedding
- Recommendation in Selection of Vendors and review Contracts
- Assist in Hotel Accommodations and Reserve Block for out of town guests
- Develop Transportation Plan for bridal party and out of town guests
- Provide marriage license information
- Create and Distribute Contact Information Sheets to all necessary parties
- Distribute Timeline to Vendors before Wedding Day
- Confirm Vendors one week before Wedding Day
- One hour of Wedding Rehearsal Coordination

Wedding Day Services

- Eight 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
- Coordinate with Officiate
- Line Up Bridal Party and Family for Processional
- Instruct Ushers on Family Seating and Timing
- Line up Bridal Party for Announcements at Reception
- Cue Bride & Groom, Bridal Party & Parents for Events
- Distribute Tossing Items to Guests
- Deliver Final Payments & Tips to Vendors
- Arrange Gifts to be moved from Reception to Designated Car
- Arrange for all Ceremony/Reception Items to be moved from Reception to Designated Car