

Partial Service Details

Pre-Wedding Activities

- *Initial consultation with bride and groom to determine dreams and expectations*
- *Unlimited number of telephone or e-mail planning sessions*
- *Provide etiquette guidance when requested*
- *Pre-screen all wedding vendors*
- *Vendor referrals*
- *Confirm wedding day vendors*
- *Distribute your final payment to vendors at the end of their contract*
- *Follow-up with vendors on any changes of wedding plans and details*
- *Prepare a time line of events for the ceremony and reception*
- *Create room and ceremony layouts*
- *Assist with compilation of party favors for guests and arrange them as requested.*
- *Review and coordinate rehearsal and ceremony with officiates, wedding party, and vendors*

Wedding Day Activities

- *Assist bride, groom, and bridal party*
- *Coordinate with wedding day vendors and assist, if needed*
- *Distribute payments to vendors*
- *Organize and set up any photos, meal place cards, bridal portrait, goblets, cake cutting items, guest book, and pen at ceremony and/or reception.*
- *Decorating the ceremony and reception sites within limitations*
- *Set-up and tear-down of rental pieces (Limitations apply)*
- *Deliver drinks, food, and snack trays to bridal party prior to event (cost of items to be incurred by client)*
- *Distribute (and pin) wedding flowers*
- *Bustle wedding gown*
- *Attend rehearsal*
- *Oversee venue decor to ensure that setting is laid out in keeping with couple's wishes*
- *Follow through during ceremony and reception to ensure that time line is followed according to plan*
- *Coordinate all reception activities*
- *Provide wedding day emergency kit*
- *Troubleshoot when needed*

After Ceremony Activities

- *Prepare cake for couple to take from reception, if desired*
- *Distribute tossing items and line up guests*
- *Load gifts and keepsakes left after reception in designated car*
- *Attend reception and ensure clean up is completed by vendors*

Day Of Service Details

Pre-Wedding Activities

- *Initial consultation with bride and groom to determine dreams and expectations*
- *Pre-screen all wedding vendors*
- *Confirm wedding day vendors*
- *Distribute your final payment to vendors at the end of their contract*
- *Follow-up with vendors on any changes of wedding plans and details*
- *Prepare a time line of events for the ceremony and reception*
- *Make suggestions of wedding day itinerary for the couple, wedding party, family, and vendors*
- *Review and coordinate rehearsal and ceremony with officiates, wedding party, and vendors*

Wedding Day Activities

- *Assist bride, groom, and bridal party*
- *Distribute payments to vendors*
- *Organize and set up any photos, meal place cards, bridal portrait, goblets, cake cutting items, guest books, and pen at ceremony and/or reception.*
- *Distribute (and pin) wedding flowers*
- *Bustle wedding gown*
- *Attend rehearsal*
- *Oversee venue decor to ensure that setting is laid out in keeping with couple's wishes*
- *Follow through during ceremony and reception to ensure that time line is followed according to plan*
- *Coordinate all reception activities*
- *Provide wedding day emergency kit*
- *Troubleshoot when needed*

After Ceremony Activities

- *Prepare cake for couple to take from reception*
- *Distribute tossing items and line up guests*
- *Load gifts and keepsakes after reception into designated car*