

Your day will be executed just as you planned and we'll be where you need us the most to ensure things run smoothly.

During Planning

- ☞ Set up an initial consultation with you to explain our fees and services – FREE 2-hr session.
- ☞ Be available to you by phone or email to answer any questions you may have
- ☞ Assist with ceremony and reception location
- ☞ Assist with budget preparation and management
- ☞ Assist with theme development
- ☞ Assist with bridal attire selection
- ☞ Assist with design and wording for save the dates, invitations and programs
- ☞ Assist with vendor selections including scheduling and attending appointments
- ☞ Assist with party favor and special gift selections
- ☞ Review and coordinate with all vendors regarding contracts and scheduling
- ☞ Assist with hotel accommodations for out of town guests
- ☞ Schedule and attend a final location walk through one month out
- ☞ Create a master list of all vendors and other important wedding contacts, including wedding guest list
- ☞ Develop and distribute wedding day timeline to all vendors
- ☞ Create layouts for ceremony and reception sites
- ☞ Assist in coordinating all pre-wedding functions

Rehearsal

- ☞ Assist with rehearsal dinner planning and attend for complete coverage
- ☞ Coordinate the wedding rehearsal

Wedding Day

- ☞ Be available for unlimited hours to coordinate your wedding day from start to finish
- ☞ Be the key contact for vendors and ensure they are completing all tasks
- ☞ Provide onsite crisis management if any issues arise
- ☞ Coordinate vendor and décor setup at ceremony and reception sites
- ☞ Organize and distribute all flowers to the wedding party, family and special guests
- ☞ Check for any items necessary to properly conduct the ceremony
- ☞ Oversee ushers, readers, musicians, program and guest book attendants
- ☞ Properly line up processional and cue musicians
- ☞ We will assist with signing of marriage certificate
- ☞ Assist guests with reception seating
- ☞ Be the liaison to caterers and/or banquet manager
- ☞ Coordinate entertainment and all announcements/events during reception
- ☞ Distribute vendor gratuities and final payments
- ☞ Pack up all personal items at the end of the event (gifts, décor, etc)
- ☞ Coordinate your grand exit

Fees for services listed above is billed at \$40/hour. Any assistance needed outside of the services listed above may incur additional fees based upon client's needs.