

Silver Mist Package

Day of Coordination Wedding Planning

This service is for the couple that wants to plan the details on their own with the assurance that someone will be there on their wedding day overseeing those details and making sure everything is flawless.

During Planning

- ☞ Set up an initial consultation with you to explain our fees and services
- ☞ Be available to you by phone or email to answer any questions you may have
- ☞ Develop and distribute wedding day timeline to all vendors
- ☞ Create layouts for ceremony and reception sites

Rehearsal

- ☞ We will coordinate the wedding rehearsal

Wedding Day

- ☞ 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
- ☞ 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 a minimum of 10 hours. Any assistance needed outside of the services listed above may incur additional fees based upon client's needs.