



*Life has moments we celebrate*  
WEDDINGS AND EVENTS

## What We Do”

\* The following services dependant upon package chosen\*

### Two Weeks Prior

- Confirm vendor copies of all contracts
- Create final timeline and obtain bridal couple's approval
- Head counts to reception
- Final payments to all vendors
- Create reminder lists for bridal couple regarding items required for ceremony, reception and post reception
- Confirm any additional details with bridal couple
- Confirm with bridal couple the location of the décor that will need to be present at the ceremony and confirm set up

### Rehearsal Coverage

- On-site coverage of rehearsal
- Direct and Assist rehearsal
- Assist/facilitate bridal party processional and recessional.
- Coordinate with ceremony musician timing of event & bridal processional and recessional and other special requests
- Assist in proper etiquette of seating arrangements
- Oversee set up of ceremony location
- Get the dressing rooms ready
- Pass out custom designed Itineraries to wedding party and family
- Answer any questions pertaining to the wedding day
- Go over etiquette
- Assisting in decorating set up
- Confirm the tasks for the ushers, greeter & sign in book/picture attendant.
- Confirm the officiate has a copy of the program/itinerary so they are aware of the flow of the ceremony.
- Confirm the readers have their readings and an extra copy is placed at the site

### Ceremony

- On-site coverage and arriving at least one hour prior to ceremony
- Liaison to the Bride and Groom with any last minute changes
- Execute all wedding plans and details with vendors, families and guests
- Assuring all services are provided as contracted by vendors
- Assisting as needed at both locations simultaneously
- Attending to the bridal party as needed
- Attending to immediate family or special guests during the ceremony and reception as needed
- Distribute last payments
- Handle any last minute emergencies
- Use of extensive wedding-day emergency kit
- Pin flowers on attendants, family and distribute bouquets
- Supervise the setup of the ceremony and reception locations
- Confirm the tasks for the ushers, greeter & sign in book/picture attendant.
- When the ceremony has concluded, verify guests receive directions, etc as per the request of the bridal couple.
- Confirm any documented special requests, as per the bridal couple, have been completed.
- Assist with marriage license
- Distribute tossing items to guests
- Clean up personal decorations and belongings ceremony and reception
- Confirm with car service earlier in the evening of arrival time and location.
- Confirm the transportation of personal items/ gifts are given to the appropriate individual to load.

### Reception

- Arrive at the reception venue earlier in the day to verify vendor's are on schedule
- Verify reception room is set up correctly as per the bridal couple's vision and instructions. This includes: the tables (per table layout) , linens, chair count per table, flowers, candles, favors, table top presentation, gift table, entrance table, seating cards, signature book/picture, cake table, décor of room and tables/ chairs , place cards, the air conditioning or heat is on in the reception room, the lighting is adjusted for the entrance as well as later in the evening, the cake has arrived and is set up on the cake table with the cake topper and the serving knife set. and any additional items as per the request of the bridal couple.
- Greet reception entertainment and confirm they are set up correctly within the reception facility.
- Confirm the bar is open and hors d'oeuvres are ready when guests begin to arrive.
- Greet guests.
- Direct guests to the gift table and their seats.
- Line up the bridal party for introductions.
- Manage the timeliness of the reception events as per request of bridal couple (introductions, dances, toasts, cake cutting and bridal couple exit etc.)
- Confirm with car service earlier in the evening of arrival time and location.
- Direct formal exit of bridal couple at the conclusion of the reception.
- Once the reception concludes, verify items are gathered and given to the designated individual(s).

*\*A-la-cart services available upon request*

### Additional Services:

- Planning & Coordination of the Rehearsal Dinner
- Out of Town Guests:
  - Hotel accommodations
  - Arranging and Confirming Wedding Day Transportation
  - Creating, Ordering, Delivering welcome gifts to the hotel
- Addressing of Save The Date Cards
- Invitations
- Addressing of Invitations
- R.S.V.P. Tracking
- Preparation of Place Cards
- Preparation of Thank You Notes
- Favor Creation
- Favor Assembly
- Rentals
- Creation of Maps for guests
- Return rentals
- Deliver wedding gown to cleaners for preservation
- Preserve florals
- Catering
- Bachelor and bachelorette parties
- Powerpoint
- Add on coverage hours

*\*Above services available as "add-ons" to packages*

### How much do our services cost?

That is a difficult question to answer without hearing about you and your wedding plans. Planning packages start at \$550 we also are happy to create a custom package to meet your needs.