



DAY-OF WEDDING PLANNING PACKAGE

SCHEDULING & PREPARATION SERVICES

- Available via email and phone for etiquette questions during the planning process
- Develop schedule/flow-of-events based upon how the couple envisions their day, ensuring that all details are considered. We will hold flow-of-event meeting with clients 8 weeks out from the wedding
- Develop and mail wedding "itinerary" to wedding party and family. A "where to be and when" with maps included 10-14 days before wedding
- Elevage Events Preferred Vendor List provided to client upon signing contract
- Develop a schedule to send to the vendors, acting as a liaison between clients and vendors for the weeks leading up to the wedding
- Help in development of processional and recessional sequences and music choices for the ceremony
- Work with client to develop a list for band or DJ for announcements
- Work with client to develop a list for announcements of wedding party and bride and groom, if applicable and include phonetic list of names
- Help in devising floor plan and help with seating arrangement for reception

EVENT MANAGEMENT SERVICES

- Present at rehearsal to insure smooth practice and handle any changes needed, working with assigned representative from church, synagogue, etc.
- Present on your wedding day
- Oversee flow-of-event, allowing you, your family and guests to enjoy the day
- Confirm arrival of vendors on wedding day, acting as liaison between clients and vendors for the wedding weekend
- Assist photographer with gathering family for pictures and portraits
- Bring "Emergency Wedding Kit" for any mishaps or emergencies
- Hand off designated personal belongings to assigned individual