

Stephanie Day Events Wedding Services

Services	Packages		
	Day Dreams	Sweet Dreams	Ultimate Dreams
Meetings			
Face to Face Consultations	2	3	6
Phone and Email Access	Unlimited	Unlimited	Unlimited
Planning Services			
Vendor Recommendations	X	X	X
Personalized Wedding Planning Questionnaire	X	X	X
Timeline Development	X	X	X
Etiquette and Design Guidance	X	X	X
Site Layout and Floor Plan	X	X	X
Budget Development and Management		X	X
Development of Wedding Theme		X	X
Assistance with Creating Favors, Guestbook, etc.		X	X
Transportation Logistics		*	X
Research, Acquire Proposals and Coordination with Vendors		*	X
Creation of Invitations, Programs and Other Printed Materials		*	X
RSVP and Guest Count Management		*	X
Rehearsal Dinner Location and Planning		*	X
Bridal Attire Selection (bride, groom and bridesmaids)		*	X
Bridal Party Gift Selection		*	X
Out of Town Guest Welcome Bags Assembly and Delivery († additional fee for supplies)		*	X
Honeymoon Planning (no additional cost)	X	X	X
Vendor Coordination and Management			
Vendor Contract Review	X	X	X
Vendor Confirmations and Timeline Distribution	X	X	X
Schedule and Attend Vendor Meetings		*	X
Vendor Site Visits/Meetings		*	X
Ceremony Rehearsal/Rehearsal Dinner			
Direct Ceremony Rehearsal	X	X	X
Rehearsal Dinner Planning		*	X
Rehearsal Dinner Management		*	X

Stephanie Day Events Wedding Services

Services	Packages		
	Day Dreams	Sweet Dreams	Ultimate Dreams

Wedding Day Management

Complete Ceremony and Reception Management (up to 8 hours -additional hours available)	X	X	X
Wedding Day Assistant Coordinator, when necessary	†	†	X
Vendor and Timeline Management	X	X	X
Serve as the Point-of-Contact for Vendors and Guests	X	X	X
Set-up (or oversee set-up) for Ceremony and Reception	X	X	X
Provide Emergency Kit Supplies as Necessary	X	X	X
Cue Musicians and Bridal Party for Processional	X	X	X
Move Personal Items and Décor from Ceremony to Reception	X	X	X
Cue MC or DJ for Reception Events	X	X	X
Maintain Communication with Caterer, M/C and Photographer	X	X	X
Assist Clients, Wedding Party and Family as Needed	X	X	X
Collect and Pack Personal Items and Rentals	X	X	X
Ensure all Final Payments and/or Tips are Distributed	X	X	X
Anything Necessary to Ensure a Beautiful Wedding Day	X	X	X

*Package offers up to 3 customizable service options that are based on Client's needs.

† Assistant coordinator is required for more than one location, for extensive setup or for weddings with over 200 guests.
There is an additional \$200 fee for the assistant coordinator.

All wedding services can be customized to meet your specific needs. Pricing is determined on actual services, location and timing of the wedding day. A quote for services can be provided after the initial complimentary consultation. **Stephanie Day Events** support clients in the Baltimore metro area, surrounding Maryland counties and southern Pennsylvania. Call Stephanie Day, owner at 443-507-0088, visit our Web site at www.StephanieDayEvents.com or e-mail Stephanie@StephanieDayEvents.com for more information and to schedule a complimentary consultation.

