



Day Of/Month Of Wedding Planning Service List

Day Of Wedding Planning Packages Start At \$1,400 (Based on 150 guests or less)

Pre Planning Meetings

- ★ **Vision Meeting:** Initial meeting with you to discuss & define the overarching vision fueling your event including but not limited to design, styling, décor, theme development, management and execution
- ★ **Final Walkthrough Meeting:** Facilitation and attendance at final meeting with catering manager and venue/site coordinator to finalize timeline (six weeks before wedding)
- ★ **Brain Dump Meeting:** Final Event Planner and Client meeting to finalize required Decor and Personal Items List and day-of duties and tasks (week of the wedding)
- ★ Unlimited Email Support

Vendor Relations and Event Support

- ★ Access to our list of preferred vendors, review of all vendor contracts
- ★ Development of a custom timeline for client and vendors.
- ★ Google Doc of timeline to be maintained by Cherry Bomb Events and shared with full editing capabilities with client during planning process.
- ★ List Cherry Bomb Events as a point of contact for Wedding Party and immediate family

Week Of Duties

- ★ Wedding Rehearsal supervision and facilitation with or without officiant (1.5 hours maximum)
- ★ Collection of all decor and celebration elements from client
- ★ Vendor confirmations and distribution of individualized vendor timelines

Day Of Duties

- ★ Day Of Coordination & On-site Management, remedy all moment-to-moment challenges, setup and strike of décor and personal items set. Including one planner and one assistant (10 hrs)
- ★ Oversee check-in, setup and checkout of rentals, all deliveries and installations in accordance with vendor contracts
- ★ Provide event emergency kit (including sewing kit, stain remover, bobby pins, tissue, etc)
- ★ Organize and set up escort cards and menu cards
- ★ Oversee timely “flip” of room/tent from ceremony to reception, if needed
- ★ Conduct final lighting, sound and temperature inspection prior to guest arrival
- ★ Conduct final seating and table check prior to guest arrival
- ★ Cue all music changes and speeches with band/DJ, photographer/cinematographer, honored speakers and family for special moments including, Wedding Party entrance, cake cutting, toasts and dancing
- ★ Serve as point person for all vendors—cueing timing throughout event
- ★ Oversee strike of venue in compliance with venue contract
- ★ Collect any celebration elements and gifts and coordinate delivery to couple
- ★ Double check return/pick up of all rental elements from caterer and floral designer
- ★ Coordinate distribution of final payments and gratuities



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