



elegant events
BY MICHAELA

Day of Concierge

This package is designed for the bride that has everything planned, but needs help putting it all together. You have spent months planning and now you need someone to oversee and manage the day. On this day you don't want to have to worry about anything but getting married.

Included in this package is:

- One initial complimentary consultation
- Up to 10 hours of wedding day coverage. (Any additional hours are \$100/hr)
- 2 hour wedding rehearsal time
- Walk through of ceremony/reception location (at least 3 weeks prior to wedding day)
- Review any special requests, traditions, seating arrangements
- Coordinate and oversee arrival of all vendors and that everything is set up on time.
- Oversee your design is executed to perfection
- Provide wedding day emergency kit
- Assist bride and groom and bridal party on wedding day. (does not include running errands and picking up of any items)
- Assistant coordinator will be on site
- Make sure bridal party gets necessary flowers and boutonnieres
- Assist with pinning flowers and boutonnieres
- Cue musician/DJ, Photographers, and Videographers
- Coordinate and ensure correct processional line up
- Coordinate events and announcement with DJ/Emcee throughout reception
- Collect gifts and special decor items and insure they are delivered to point of contact
- Serve as liaison for bridal party, parents, and contracted vendors
- *Up to 100 Guests,10 people in the bridal party and number of locations*.

Starts at \$1,000*

Month of Coordination

The day has finally arrived. You've picked the perfect venue, the most delicious food and cake, the best party music, and the most beautiful dress you laid eyes on. And let's not forget you have the most wonderful and amazing man who will be waiting for you at the altar.

Now that you've spend months of planning and designing your wedding day you should not be holding a clip board and running around trying to make sure everything is in place. Instead you should be holding your beautiful bouquet and walking down the isle to you and your groom favorite song.

You are getting married in queen status and stress free all because you planned ahead and hired Elegant Event by Michalea.

- We meet up to 3 months before your wedding to discuss the details and vendors
- Review all contracts before final payments
- Create Wedding Day Time line for vendors and bridal party
- Shared files through our event management system
- Confirmation of vendors 4 weeks, 1 week and day before wedding before the wedding
- Email bridal party 4 weeks, 2 weeks, and 2 days before wedding
- Provide an emergency kit
- Rehearsal day coordination and management
- Set-up of special items (escort card and gift table, guestbook station, pictures, favors)
- Oversee arrival and set up of all vendors
- Arrange and coordinate bridal party and reception
- Coordinate the return special items, gifts and cards to bride and groom
- Unlimited emails, texts and phone call during business hours
- Serve as Central Command for the entire wedding day
- Day of Coordination and Management up to 10 hours (any additional hours are\$100/hr)
- *Up to **100** guests

***Starts at 1,500**