

## “Month Of” Package or “Month Of” Plus Package

- 1) First meeting, with you about 4 - 6 weeks before your wedding – preferably at the venue, go over floor plan and how you would like things set up for the ceremony and reception
- 2) Unlimited emails
- 3) Referrals to vendors
- 4) Create a detailed time line for the entire day from beginning to end, and all the vendors get a copy so everyone is on the same page
- 5) Contact all the vendors to make sure they know where to go and their arrival times
- 6) Keep a list of all the vendors contacts/phone #s in case of emergencies
- 7) Make sure all the vendors have our contact info to direct them to call us on the wedding day, rather the couple or their parents, so they can relax and enjoy your day
- 8) Attend the rehearsal and supervise the Bridal Party, and answer any questions
- 9) Will arrive three hours before the ceremony starts – I will put out name cards, cake knife and server, and programs...
- 10) I will have an emergency kit on hand -
- 11) The “Month Of” Plus will include putting on table clothes and centerpieces on the guest tables
- 12) Once the groomsmen arrive I pin on their boutonnieres – make sure they have what they need
- 13) As vendors arrive I check to see if they need anything and check to make sure their timeline and my time line are in sync
- 14) As guest arrive I help to direct ushers, guest book attendants and guest to where they need to go
- 15) When its time to start the ceremony I direct vendors and bridal party when to start and where to go
- 16) Help direct Family to the Photographer during cocktail hour
- 17) After ceremony we transport items (guest book, programs, vendor payments, ect.) from rehearsal to ceremony to reception.
- 18) Help direct guest to cocktail hour and assist bridal party to pictures area
- 19) After cocktail hour I will direct guest to the reception area and to finding their seats
- 20) Will assist with announcements and making sure bridal party and parents know where to go and what to do
- 21) After dinner I will guide the B & G through the flow of events and make sure that everything on the time line is done
- 22) Assist with Special Exit for the B & G: Sparkler exit, Fireworks display...
- 23) The “Month Of” Plus Packages include us staying until the end packing items up and helping to load the vehicles with those items