

Amelia's Weddings

Wedding Coordination

Day of Coordinator Package - \$1,200

This package was made for our more hands on clients who are still in need of assistance answering questions leading up to the big day as well as implementing their vision the Day of.

Includes:

- 2 Professional Wedding Coordinators the day of
- All access to our preferred vendor list
- Unlimited consultations via email and phone
- 2 consultations with the couple in person
- Contact all wedding vendors the week of
- 1 hour for wedding rehearsal up to 5 days before wedding
- 10 hours of day of coordination
 - o Access to wedding day emergency bag
 - o Set up all decorations for ceremony and reception
 - o Keep vendors on schedule
 - o Handle any issues that may arise
 - o Keep wedding on a tight schedule
 - o Point person for vendors, family, and friends during the wedding
 - o Assist with parking coordination (if needed)
 - o Assist Photographer with family photos (if needed)
 - o Pass out personal flowers and pin boutonnieres
 - o Direction of processional and attendant duties
 - o Cue DJ throughout the day
 - o Cueing bridal party

- Bring bride and groom beverages and appetizers during pictures
- Guiding guests as the day progresses
- Assist Bride with Bustle
- Assist with marriage license
- MC wedding reception (unless other arrangements have been made)
- Dismiss tables for dinner
- Provide cake cutting instructions
- Line up guests for send off and pass out items required
- Wedding day gift coordination
- Pass out tips to vendors
- Assist with clean up of decorations
- Complete final walk through with venue

Full Service Wedding Planner Package - \$2,900

You won't have to lift a finger. I will do everything all you have to do is say yes or no and sit back and relax as I make your wedding dream come true!

Includes:

- 2 Professional Wedding Coordinators
- All access to our preferred vendor list
- Unlimited consultations via email and phone
- 2 one hour consultations with the couple in person
- Contact all vendors and make all appointments
- 2 six hour days where I come to you and we completely map out and plan every detail of your wedding. I will take you myself to all vendor appointments for Photographer, DJ, Venue, Catering, Cake Tasting and Trying on Dresses.
- Create a wedding website just for you
- 4 mock up save the dates with your color, style and personality in mind
- Address and mail the save the dates

- 4 mock up wedding invitations with your color, style and personality in mind
- Address and mail invitations, along with keeping track of RSVPs
- Compile a list of songs for your wedding that reflect the two of you
- 1 hour for wedding rehearsal up to 5 days before wedding
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