

ever

W E D D I N G S

Pricing

Package title: **Wedding Day Management (Day-of Coordination)**

Package price: **\$800**

Description of Services

As Wedding Day Coordinator my duties include:

- Consultations with you via phone/text/email as necessary
- 1-2 in-person meetings prior to wedding date
- One visit to ceremony and reception sites prior to wedding (if within the Greenville area)
- Development of a detailed wedding timeline for contracted vendors and bridal party
- E-mail introductions to all contracted vendors within the wedding week
- Ceremony rehearsal coordination on the day before your wedding
- Ceremony direction on the wedding day
- On-site coordination and supervision of ceremony and reception on the day of your wedding
- Assistance with break-down of bride & groom's personal belongings at venue
- Vendor recommendations
- Wedding day emergency bag

Please note that the services listed above do not include running any wedding related errands such as picking up or delivering attire, supplies or equipment, documents, etc. If this is needed, we will address it on a case-by-case basis.

If you choose to work with me, I will be honored and excited to make your wedding day the most enjoyable and memorable day of your life!

Sincerely,
Michelle Lewis