

The Road to the Wedding...

Your wedding day. You've pictured it since that moment the two of you made the promise to become one. It should be an event that perfectly demonstrates the love you share and illustrates the dream that starts your future together; every detail flawlessly falling into place. Faith Ferguson Productions (FFP) will help to realize your unique vision and execute it to perfection. Working with FFP will allow you to enjoy not only your special day, but the process leading you there. You can be confident that it will be everything you've dreamt it to be. It is our job and our pleasure to make certain your dream becomes a reality.

From the moment you say **"Yes"**, you want your special day to be something to treasure forever, not only in your memory but in the memories of everyone sharing in the celebration. You have your own distinctive style and FFP will help you weave it throughout your wedding. Every element of your day from the color scheme, to the food selections, and ambiance will reflect your unique vision. FFP offers a full array of services to produce the perfect wedding, and since no two weddings are alike, we will fully customize an impeccable package for you based upon your needs while maintaining your budget.

Faith Ferguson Productions has built an excellent reputation working with only the very finest wedding professionals. We will help you select the perfect team for your wedding and manage them throughout the entire process. Our list of partners and services include:

- Wedding venue
- Catering/Menu Development/Staffing
- Officiant
- Bakery-Wedding Cake
- Florist
- Entertainment
- Stylist/Make-up Artists
- Guest favors/gifts
- Hotel accommodations
- Calligrapher
- Lighting & Audio/Video
- Photographer/Videographer
- Invitations/Stationary
- Transportation
- Rentals & tenting
- Décor services & rentals

Services that are provided once partners are selected:

- Coordinate/manage/review contracts & budgets
- Schedule & attend partner meetings as needed
- Liaise directly with selected partners throughout the planning process

Details, Details, Details...

Overseeing the endless details, you can rest assured that everything will be handled with the utmost care and professionalism. The services we provide to assist with the event execution so that every element runs seamlessly are as follows:

- Prepare Wedding budget
- Prepare/Manage Wedding timeline
- Collate & mail invitations
- Coordinate weekend activities
- Coordinate Off-Site events
- Finalize menu
- Rehearsal/ Cocktail Hour/ Reception & Dinner
- Schedule spa appointments
- Create Day Of timeline for Bridal Party and family
- Create comprehensive Day Of schedule for vendors
- Create on-site schedule
- Assist with ceremony details
- Finalize Wedding program
- Coordinate transportation for bridal party and guests
- Facilitate hair and make-up appointments
- Meet with catering staff to confirm timeline
- Advise/Assist/Finalize seating chart
- Coordinate/confirm details and timeline with venue and vendors
- Coordinate vendor final payments
- Prepare and coordinate with photographer Day Of “must shoot” list
- Production/Assembly of favors
- Assist with wedding rehearsal
- Coordinate/oversee Day After Brunch

The Day Of...

A flawlessly running event requires experience, poise and creativity. Faith Ferguson Productions proudly offers you over 30 years of event planning experience. Relax and enjoy your wedding alongside your guests knowing that your day will be handled intricately giving your guests memories to cherish for a lifetime. Services offered to ensure smooth sailing on the day of your wedding include:

- Faith Ferguson & assistant on-site throughout the event
- Assist bridal couple
- Assist wedding party & immediate family
- Greet vendors and instruct them where to set up
- Act as a liaison with the ceremony Officiant
- Ensure that ushers/groomsmen arrive on time
- Faith Ferguson & assistant on-site throughout the event

On the Day Of...(Continued)

- Set up programs and other ceremony items
- Ensure that personal flowers have arrived at location
- Ensure that ceremony musicians have arrived and set up
- Alert ushers as to when to begin escorting guests
- Gather bride, bridal party and immediate family for photos
- Gather family and friends for after-ceremony photos
- Ensure that transportation arrangements flow
- Collaborate on-site & assist with vendor needs & deliveries
- Look over dining tables and make sure they are properly set to exact specifications
- Make sure reception flowers/décor is set up correctly
- Set up table numbers/names and menu cards
- Set up guest book, pen, champagne flutes and cake cutting utensils
- Arrange escort cards
- Prepare favors table
- Set up amenities baskets in restrooms
- Ensure proper flow of cocktail hour
- Assist guests in finding their tables
- Prepare entrance of bridal party
- Encourage guests to join bride and groom for dinner at the end of cocktail hour
- Assist bride with any attire changes
- Cue music
- Cue toasts
- Oversee proper event wrap up
- Pack up gifts/cards for transportation

As your big day draws near, FFP will be with you every step of the way right up to and including your wedding day. You will enjoy your exquisite day alongside your guests knowing that everything is handled to perfection. Your wedding celebrates your love, the beginning of your new lives together and the uniqueness of the happy couple. Wedding trends are constantly changing...exciting trends for 2015 are showcasing **copper** as the *hot* wedding color and groomsmen are wearing navy. From colors to cakes...many couples are opting for multiple smaller cakes offering their guests several flavors to sample, in addition to, or in place of, one grand confection at the dessert table. Some receptions have even incorporated cake centerpieces at each table reflecting those particular guests' taste preferences! A dedicated Wedding Planner always offers cutting edge and inventive ideas to incorporate into your memorable day and my team works non-stop watching these trends to design an event that will be the talk of the town.

Once again, congratulations on your engagement! We appreciate your interest in Faith Ferguson Productions and thank you for allowing us the opportunity to share in your special day.