



Engaged

EVENT MANAGEMENT

Event Management Package

Planning & Logistics Assistance

- Unlimited email correspondence, answering questions and knowledge sharing related to wedding preparations beginning immediately
- Creation of comprehensive wedding day timeline and setup instructions document
- Vendor recommendations (if needed)
- Assistance in inventory list creation that includes all supplies used on wedding day
- Sharing of Pinterest boards and ideas

In-Person Consultation & Venue Walkthrough

- Comprehensive meeting 1 or 2 months before wedding day that includes your venue manager and/or catering contact
- Review of ceremony, cocktail hour, and reception floor plans including contingency plans

Ceremony Rehearsal Coordination

- Unlimited correspondence and coordination assistance with officiant prior to rehearsal
- Attendance at and management of rehearsal
- Condensed timeline creation and hard copies prepared for parents and wedding party

Wedding Day Management

- 10 hours of on-site coordination
- Unlimited phone, text and email support starting at 7:00am
- Includes one Lead Manager and at least one Assistant Manager, whom will perform the following:
 - Confirm arrival of all vendors
 - Manage wedding party and guest transportation
 - Assist with any dressing details (buttoning dress, pinning boutonnieres, etc.)
 - Distribute flowers to wedding party and family members
 - Certify ceremony set up is fully executed
 - Orchestrate ceremony, including processional lineup and cueing musicians
 - Certify cocktail hour and reception setup is fully executed
 - Manage sequence of events during reception (introductions, toasts, dances, etc.)
 - Maintain contact with vendors throughout the entire day
 - Aid wedding party, family, and guests with provisions from fully stocked emergency kit
 - Resolve ad hoc issues that may arise
 - Deliver final payments and gratuities to vendors
 - Gather gifts and wedding supplies at end of the evening and securely hand them off to previously designated family or wedding party member