

S_{herrie} B_{inkley}

For Brides with a budget but still need personal professional help!

I'm your **Wedding Coordinator!** **Starting at: \$500**

Once you have booked your venue and vendors or you have some but not all of them. I am here to help with the phone calls, confirmations, and wedding rehearsal and wedding day coordination of your vendors and wedding party. Even if your venue has a coordinator, some of the below tasks are not included.

REHEARSAL DAY

1. Organize rehearsal and timing of activities.
2. Explain the different duties of the wedding party, escorts/users, gift table, and guest book attendant, packing and removing items from all rooms at a designated time.
3. Attend & coordinate your wedding rehearsal. Practice twice!
4. Distribute complete schedule for all activities for your wedding day.

WEDDING DAY

1. Coordinate and communicate with your vendors to ensure they are on time and setup is complete.
2. Ensure that tables are setup with décor and favors as bride has requested.
3. Ensure corsages and boutonnieres are pinned.
4. Communicating announcements with your Officiant and DJ.
5. Set out programs

6. Communicate with caterer, when to set out aisle runner, or other.
 7. Line up the wedding party.
 8. Cue musicians for wedding ceremony
 9. Cue wedding party for ceremony
 10. Have marriage license for the Officiant to sign.
 11. Distribute checks to vendors.
 12. Coordinate photo time with bride and groom. First Look...
 13. Act as liaison between Catering and bride and all vendors.
 14. Coordinate receiving lines.
 15. Coordinate reception timeline with all vendors and catering.
 16. Responsible for ensuing appropriate family members are collecting personal items for the bride.
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Budget Package 1 – All-inclusive Includes decorations for your wedding ceremony and decorations for reception. Includes Faux silk flowers brides bouquet and up to six bridesmaids bouquets and boutonnieres. Choice of colors. Many other items included.

Call for this pricing - 615-512-6842

Budget Package 2 Faux Silk Flower Bouquets includes delivery/w40miles **\$375**

- 1 Medium or large Bride's Bouquet
 - Up to 6 bridesmaid bouquets
 - Up to 6 Boutonnieres
 - 1- Small Bouquet to Toss
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Budget Package 3 ADD ON

\$550.00

Ceremony decorations Rental Includes Setup and take down/w40miles

*White Bows and Satin Sashes for chairs or pews

* Faux Greenery

* Faux Silk Flowers

* White Tulle

* Arch or Sheer backdrop with faux silk decorations included

Will discuss these options

- Other items al la carte on request
- Vendor suggestions