

## **Weddings by Wendy Contract Package**

### **Basic Pricing Begins at \$400**

#### **3-6 Months Prior to the Wedding Day**

- Initial meeting with Bride and Groom to go over major details
- Review vendor contracts
- Review venue timeline
- Review venue setup and create diagram for layout
- Create bridal party timeline
- Ongoing unlimited customer service (you will receive this throughout the entire planning process)
- Ongoing wedding etiquette questions

#### **1-2 Months Prior to Wedding Day**

- Meet with Bride and Groom to create a wedding day timeline
- Create a wedding day checklist
- Check RSVP count

#### **Week of Wedding**

- Contact all vendors: confirm orders and arrival time
- Ensure marriage license is purchased
- Contact venue to ensure all final details have been cleared
- Confirm all transportation for wedding party & out of town guest is
- Ensure a final head count is sent to the venue
- Go over final vendor payments and tip list
- Review final details with the bride.

#### **Rehearsal (Not included in the package price, \$50 additional )**

- Work with wedding officiator to choreograph wedding ceremony, processional and recessional (unless otherwise done so by Ceremony venue personnel)
- Remind wedding party of where they need to be the following day, and at what time
- Review all final details with bride and groom. Ensure the bridal party has received a copy of the day of timeline.

## **Day of Wedding**

- Ensure bride and bridal party have everything they need. Assist with any last minute needs that may arise (including minor alterations if necessary).
- Ensure the groom/groomsmen arrive on time to the venue
- Ensure all vendors arrive on time and set up correctly
- Handle any emergencies that may arise
- Assist vendors with questions
- Facilitate on-time arrival of hair and make-up stylists and instruct them as to where to set up their equipment
  
- Confirm photographer and videographer arrive on time, and are aware of the day's timeline
- Make sure the Groom and Groomsmen are dressed and ready on time
- Communicate any last minute details to the wedding party
- Communicate with the transportation driver and wedding party so that everyone arrives at the ceremony on time
- Ensure florist has delivered and set up all Ceremony floral arrangements. Ensure that personal flowers i.e. Groom and Groomsmen Boutonnieres, Bridal party, family members Flower Girl bouquet and attendant corsages are delivered correctly

## **Ceremony Management**

- Set up all ceremony items i.e. guest book, unity candles, and send off items
- Ensure that ceremony musicians arrive and direct them as to where to set up
- Ensure that Ushers/Groomsmen arrive on time and are ready to escort guests.
- Ensure designated attendants arrive on time and are ready to pass out programs and assist with the guest book
- Alert Ushers/Groomsmen as to when to begin escorting guests to their seats
- Coordinate with the Ceremony officiator to determine signals or cues that will begin the Ceremony
- Communicate a 'Countdown to I Do' with the wedding party members as the day progresses

- Handle any emergencies that may arise
- Line up the bridal party for their entrances down the aisle
- Cue ceremony musicians when bridal party is ready to begin processional
- Gather family and bridal party for photos after the ceremony

### **Prior to Reception**

- Greet vendors and instruct them as to where to set up (i.e. band/DJ, florist, baker and caterer)
- Assist with décor setup for reception. Including centerpieces, linens, and any other decorations required.
- Make sure band, DJ or designated emcee can correctly pronounce the wedding party's names (and in the right order) for the introductions
- Assist in set up of décor, champagne flutes, cake cutters
- Assist catering and/or venue staff with remaining setup needs
- Look over guest tables and head table to confirm they are set up properly
- Review final set up before guest arrival

### **Reception Management**

- Ensure proper flow of Cocktail Hour food and drinks
- Encourage guests to take their seats at the appropriate time
- Locate Bride, Groom and wedding party and instruct them to stay to the side of main dining room until they receive cue for their introduction
- Ensure all guest are comfortable and all special needs are met
- Cue band, DJ or designated emcee when the majority of guests have found their tables and Bride and Groom are ready to be introduced
- Cue band/DJ, photographer, videographer and immediate family members of the Bride and Groom when important events take place at reception (i.e. first dance, parent dances, cake cutting, and toasts)
- Cue Father of the Bride, Best Man and Maid of Honor when they are about to be announced for toasts
- Distribute final payments/gratuities to vendors at the end of the night
- Prevent and fix any problems that may arise during the event
- Remain easily accessible through the entire event in case there are any details the Bride & Groom would like attended to
- Collect gifts and personal décor items and ensure they reach the designated family member, room and/or vehicle
- Coordinate Reception departure transportation and/or send off