



A special customized ceremony just for you

Full Planning Starts at \$2995

Includes but not limited to:

- Complementary initial consultation
- 4 in-person planning meetings
- Unlimited phones call, texts, emails or Skype
- Provide budget recommendations
- Help revise budget where needed as need throughout the planning process
- Prepare a payment schedule for vendor payments including payment reminders
- Provide vendor gratuity guideline
- Provide full list of vendors
- Negotiate vendor contracts upon request
- Available to attend vendor meetings
- Prepare complete checklist
- Researching, sourcing and locating venue
- Schedule and attend dress appt for bride and bridesmaids
- Attend final dress fitting
- Schedule and attend groom and groomsmen formalwear appt
- Arrange and book transportation for bride/groom and guests on wedding day
- Guest list RSVP management

4 weeks from Wedding Day:

Includes everything from Month-of Coordinator

Wedding Week:

Includes everything from Month-of Coordinator

Wedding Day:

Includes everything from Month-of Coordinator

Month-of Coordinator (included in Full Planning)

Starts at \$1450

Includes but not limited to:

4 weeks from Wedding Day:

- Complementary initial consultation
- 2 additional in-person planning meetings
- Unlimited phones call, texts, emails or Skype
- Collect, review and confirm all vendor contracts
- Prepare a detailed time line for wedding party
- Prepare a time line for vendors
- Assist in putting together seating plan

Wedding Week:

- Review all contract final details
- Confirm details with all vendors
- Confirm all balances due with vendors
- Collect any balances/gratuities for distribution to vendors on wedding day
- Confirm details with venue coordinator and final walk through
- Attend and direct rehearsal with or without officiant
- Rehearsal dinner and management
- Prepare wedding day emergency kit

Wedding Day:

- Everything from Day-of Coordinator including pre-ceremony and ceremony management including set-up and breakdown
- Set up any items not handled by a specific vendor (pictures, programs, Unity Ceremony items, cake knife and toasting flutes)
- Distribute bouquets & pin boutonnieres
- Line up wedding party for ceremony processional
- Reception management

Day-of Coordinator (included with Month-of):

Starts at \$795

Includes but not limited to:

- Create a time line for wedding day
- Ensures reception site is set up properly and the cake(s) have arrived and are in place
- Displays favors/memorabilia to distribute to guests at the end of the reception
- Liaisons with caterer and DJ/band and reviews scripts for announcements and reception activities
- Liaisons with wedding party regarding announcements into reception, places them in line for announcements and ensure that announcements go smoothly
- Coordinates all special dances with DJ/band and all special dance participants
- Notifies caterer, photographer, videographer, DJ/band and all other appropriate wedding professionals of cake cutting
- Cues DJ/band of cake cutting and toast announcements
- Cues guests giving toasts
- Ensures caterer prepares "going away" basket of food for bride/groom
- Gathers bags, food, etc that will leave with the couple and ensures they are placed in departure vehicle
- Cues DJ/band for bouquet/garter toss and ensures photographer and videographer are prepared
- Ensures photographer, videographer and DJ/band are prepared for couple's departure
- Supervises collection of all gifts, bridal memorabilia and/or supplies (guest book and pen, cake knife, disposable cameras, baskets, bridal bouquet, centerpieces, extra favors, etc) and ensure that all items are loaded into designated vehicles.