

You trust a professional with so many other major life decisions – why not your wedding or other social event?

- A coordinator will help you stay on target and find the best values for your money.
- A coordinator will provide as much or as little help as you need, but will always follow your wishes.
- A coordinator will make you feel like a guest on your wedding day.
- Hiring a wedding coordinator means you can enjoy all the fun of the decision making without having to worry about how to make it all work.

*What kinds of services do we offer?*

- Advice
- Attend to your guests' questions and concerns
- Review vendor contracts
- Create wedding day timeline
- Distribution of outstanding balances
- Coordination and supervision at rehearsal, ceremony and reception
- Emergency kit
- Assistance with set-up and clean-up at ceremony and reception
- Realistic budget planning
- Vendor referrals
- Personal shopper
- Accompany bride/groom to vendor meetings
- Send confirmation notices to all vendors
- Supervise and communicate with onsite banquet and catering staff
- Wedding party liaison and/or mediator
- Personal alerts and detailed "to do" lists for bride and groom
- Assistance with invitation design, wording and ordering
- Invitation assembly and guest list management
- Coordinate table seating arrangements
- Arrange and coordinate rehearsal dinner
- Marriage license/name change information
- Assist with special rental items and/or live musicians

Your wedding or event may include some or all of the services listed above – after your initial consultation, I will create a customized proposal designed to match your needs, ideas, and budget.

**Vowed To You**

Professional Bridal Consultants

(708) 207-5418

[www.vowedtoyou.com](http://www.vowedtoyou.com)

Accreditation approved by the Association of Bridal Consultants

***It's Not Just a Party...Its My Wedding***  
***Complete Planning Package***

- Research and compare prices/services and set up appointments for vendors (recommend meeting with 2-3 vendors per service)
- Unlimited consultation (fax, phone, email, in-person meetings)
- Online access to Wedding Workbook
- Provide bride and groom with personal reminders and deadlines
- Create a wedding day timeline
- Attend vendor meetings upon request
- Provide notices to the bridal party regarding dress fittings as well as detailed agendas regarding rehearsal/ceremony arrival times
- Provide vendors with detailed agendas and confirmation notices
- Arrange wedding hotel blocks
- Schedule rehearsal dinner
- Provide information regarding obtaining marriage license
- Includes all day-of services listed in Belle of the Ball Package

***Belle of the Ball...***

***Services begin 2 to 8 weeks prior to your wedding***

The big day has finally arrived and since you are in the spotlight, you can't possibly be expected to direct behind the scenes too.

- Schedule final walk-through of ceremony and reception venues
- Meet and confirm with bridal couple and vendors to ensure wedding vision is complete
- On-site coordination at the rehearsal, ceremony and reception
- Introduction, follow-up and confirmation with all vendors
- Light refreshments provided before ceremony to ease nerves
- Distribution of flowers to bridal party and family on wedding day
- Assist with set-up, decoration, clean-up of the ceremony and reception sites
- Cue bridal party entrances at ceremony and reception
- Transport your wedding décor from the ceremony to reception
- Distribute all outstanding balances and/or gratuities on the wedding day
- Emergency kit

***Bridal Basics...(\$250)***

***This service is for the couple who doesn't know where to begin***

Should you book within 30 days, the \$250 will be applied towards the package of your choice.  
An additional deposit is due to secure your event date.

- Two hour consultation
- Four vendor referrals
- Customized proposal to help create realistic budget

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***Other Services***  
***(pricing discussed at consultation)***

Assembly – invitations, favors, programs, etc.  
Centerpieces – tall vases with floating candle and marbles  
Candy buffet set up – vases, scoops, and décor for 100 guests (client provides candy)  
Ceremony altar décor – two trumpet vases with calla lillies atop of 36in white roman columns

***Complimentary Services***

Wishing Well– *standard white treasure chest or metal bird cage*  
Jumping the Broom – *decorated in your wedding colors*  
Toasting Flutes and Cake Knife  
Bathroom Baskets  
Unity Candle Stand

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