

# GOING TO THE CHAPEL... SERVICES

## In Preparation for Your Wedding Day...

- ❖ Telephone or email consultation to explain the planning and consulting process
- ❖ **\*\*Personalized Document Folder** with planning guidelines and sample documents
  - **\*\*Creation of wedding day and transportation timelines**
  - **\*\*Printed pre-wedding checklist**
- ❖ **\*\*Unlimited** phone and email communication from date of contract
- ❖ In person professional meetings as needed throughout the planning process
- ❖ **\*\*Driving and walking tour** of the USNA Yard and Chapel
- ❖ Guidance on USNA Chapel instruction, policies and requirements
- ❖ Assistance with wording and guest instructions (called Particulars) for invitations
- ❖ Attendance at vendor and venue meetings and tastings #
- ❖ Guidance with vendor selection and venue bookings with budget and wedding design in mind
- ❖ Review of vendor and venue contracts #
- ❖ Reminders of vendor payment due dates #
- ❖ **\*\*Booking and coordination** of wedding day transportation
- ❖ **\*\*Advice** on proper uniforms, military protocol specific to the ceremony
- ❖ Provide etiquette expertise
- ❖ Destination wedding tips and resources
- ❖ Confirmation of all wedding day plans and vendor services two weeks prior to wedding date to finalize timelines with vendors and client
- ❖ **\*\*Final coordination meeting** prior to the rehearsal
  - **\*\*Delivery: \*\*printed** wedding day timelines and final coordination meeting agenda
  - **\*\*Review: \*\*wedding day checklist, \*\*timelines** and verbal "walk-through"
- ❖ **\*\*Delivery** of "welcome bags" to guest hotels
- ❖ **\*\*Delivery** of "particulars" to hotel front desk for guest questions
- ❖ **\*\*Delivery** of personal non-perishable items to reception venue
- ❖ Arch of Swords Detail Commander Briefing
- ❖ Personalized Services upon request

## Wedding Day...

- ❖ "Morning of" On-site assistance to Wedding Party
- ❖ "Day of" vendor liaison
- ❖ **\*\*On-site oversight** of wedding party and guests at the USNA Yard and reception venue
- ❖ **\*\*Transportation liaison and logistics manager** for Wedding Party and Guests to and from USNA Chapel
- ❖ Wedding Party and Guest management before and after ceremony
- ❖ **\*\*Written instructions** for Detail Commander to train of the Arch of Swords Detail
- ❖ **\*\*Designated point of contact** in the USNA Yard, Chapel and reception venue
- ❖ **\*\*Personal Assistance** during and after reception
- ❖ **\*\*Collection, packing and delivery** (within Annapolis) of personal items from reception venue to the couple or designee
- ❖ **\*\*Post reception follow-up** as needed

**\*\***Going to the Chapel... *exclusive services*

# Per Client wishes

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