



Basic Day of Package \$600.00

The Day of collection is for the bride and groom who have planned their wedding themselves and want to enjoy being a guest at their own wedding! Weddings and Events by Sarah will be onsite the day of to ensure that everything runs on schedule. You won't worry on the smallest detail if your cake or centerpieces are perfectly at the reception This will give you a peace of mind that everything is being handled and running smoothly. I leave right after grand exit, the family and Bridal party will handling final details of the clean-up.

Classic Package \$950.00

The Classic collection is for the bride and groom who have planned their wedding themselves and want to enjoy being a guest at their own wedding! Weddings and Events by Sarah will be onsite the day of to ensure that everything runs on schedule. You won't worry on the smallest detail if your cake or centerpieces are perfectly at the reception This will give you a peace of mind that everything is being handled and running smoothly I'm there until very end to assist the family and Bridal with clean-up and do the final walk with venue.

Unique Planning \$1,500.00

Unique collection includes everything that is in the Classic collection it includes planning and preparation. 3 months prior to wedding, along with coordination of the wedding day. This package is ideal for the couples who have their wedding location and some vendors booked already, but need assistance from this point forward. A planner timeline is created and followed to complete the remainder of the planning. Weddings and Events by Sarah will be in close contact with your months before your wedding, coordinating the timeline, reminders, appointments, referrals and assist with setup. We will act as a liaison between vendors and wedding facilities as well as designing a layout.



Signature Package starts at \$2,500.00

Signature package is the all-inclusive collection for the busy bride who needs someone to take the lead on planning, vision, and execution. With Elegant collection you will receive all services that are listed in the Unique collection as well as unlimited consultation meeting, scheduling and attending all vendors meetings, send engagement and wedding announcements to publication of your choice and list goes on.

Below what will covered on the day of wedding:

Two Weeks Prior to Wedding Day

Meet with bride and groom to present timeline. Go over any arrangements the couple have previously made with vendors, and update timeline accordingly.

One Week Prior to Wedding Day

Confirm final details with vendors prior to wedding day. Make sure that all the vendors have my contact information. Send vendors a copy of the final timeline and make sure they have directions to the ceremony and reception locations.

Pre-Ceremony

Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely fashion
Make sure personal flowers i.e. bridal bouquet, bridesmaid's flowers and father of the bride's boutonniere arrive on time
Gather bride, bridal party and immediate family for photos
Communicate with best man to make sure groom is getting dressed and on-time
Make wedding party aware of any last minute details

Ceremony

Set up programs and other ceremony items i.e. guest book, unity candles, and wine glasses



Ensure that ushers/groomsmen arrive on time and are ready to pass out programs

Ensure that personal flowers i.e. flower girl bouquet and groomsmen boutonnieres have arrived at ceremony location

Alert ushers/groomsmen as to when to begin escorting guests to their seats and remind them as to how to be a "proper" usher

Ensure that ceremony musicians have arrived and direct them as to where to set up

Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music. Determine what hand signals will be used to cue musicians

Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony

Communicate with bride and groom so that they know how much time remains before the start of the ceremony

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 friends for after ceremony photos

Prior to Reception

Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer

Make sure reception flowers/décor is set up according to flower order

Ensure set up properly and troubleshoot as needed

Meet with catering staff to confirm food timeline

Set up guest book and pen, champagne flutes, cake cutting utensils

Reception

Ensure proper flow of cocktail hour food

Look over dining tables and make sure they are set up properly

Along with catering staff, encourage guests to join bride and groom for dinner at the end of cocktail hour

Help guests locate their escort cards and dining tables

Locate bride and groom and instruct them to stay to the side of main dining room until they receive cue for their introduction and first dance

Cue band when the majority of guests have found their tables and bride and groom are ready to be introduced



Cue band, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting, toasts and parent dances

Cue BM, MOH and father of the bride when they are about to be announced for toasts

Be aware of timing of catering service and make sure people are served promptly

Distribute final payments/gratuities to vendors at the end of the evening

Prevent & fix any problems that may arise during your event.

Coordinate reception departure transportation