



**Two weeks wedding package (starts at \$1250)**

**This is for the couple that has two weeks until their wedding and they need someone to step in to make sure everything goes according to their plans.**

This package includes:

- Help manage logistics leading up to wedding
- Obtain vendor confirmations for wedding day
- greet vendors when they arrive for wedding ceremony
- Unlimited phone, text, e-mail communication
- ensure all wedding ceremony décor is set up properly according to bride's plans
- Oversee collection of gifts at wedding to be delivered to predetermined location
- Attend and coordinate wedding rehearsal (with officiant present)
- Oversee wedding ceremony
- Help wedding party to get into place to go down aisle
- Final meetings before and after rehearsal to go over any last minute details
- oversee breakdown of wedding ceremony décor to make sure everything is returned to its rightful place

### **Day of Coordination Package – Ceremony Only (starts at \$800)**

**This package is for the couple who wants someone to coordinate the wedding ceremony. This package includes:**

- rehearsal ceremony (with officiant) the day before wedding ceremony
- at least two meetings before rehearsal to go over coordination plans
- preparation of detailed wedding ceremony timeline
- ceremony coordination
- Ensure wedding party members know where to go when they arrive
- line up the wedding party
- ensure guests know where to sit
- collect gifts that guests bring to wedding ceremony and deliver to predetermined location
- greet wedding ceremony vendors when they arrive

### **Day of Coordination Package – Ceremony & Reception (starts at \$1000)**

- rehearsal ceremony (with officiant) the day before wedding ceremony
- at least two meetings before rehearsal to go over coordination plans
- preparation of detailed wedding ceremony timeline
- ceremony coordination
- Ensure wedding party members know where to go when they arrive
- line up the wedding party
- ensure guests know where to sit
- collect gifts that guests bring to wedding ceremony and wedding reception and deliver to predetermined location
- greet wedding ceremony vendors when they arrive
- work with reception venue to ensure everything is moving according to couple's reception plans and timeline
- ensure DJ has list of songs and list of wedding party

### **Full Planning Package (starts at \$25.00 hour)**

This package is for the couple who wants someone to plan their wedding. This package includes:

- contacting vendors to get price estimates
- coordinating wedding ceremony
- coordinating wedding reception
- preparation of detailed wedding ceremony timeline
- preparation of detailed wedding reception timeline
- assistance with bridal gown selection (if needed)
- assistance with selecting wedding ceremony and reception venues
- assistance with selecting a caterer
- assistance with selecting a DJ
- assistance with selecting wedding décor or decorator
- unlimited e-mail, text and phone calls
- coordination of wedding rehearsal
- assistance with budget management

**\*\*These package prices are a guideline. Please contact [events.by.amena](http://events.by.amena) to schedule a consultation.\*\***