



# BRONZE

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# WEDDING PACKAGE

# SERVICES

## PRE WEDDING

- We Provide:
- Two planning meetings
- Unlimited contact via email
- Receive a general planning checklist.
- Production of a detailed Wedding Day Itinerary
- Detailed timeline will be sent one week prior to your wedding day to all vendors for review
- Confirmation of all wedding vendors
- Venue Layout design
- Assistance in arranging all transportation needs
- Review current budget and help make any necessary changes, adjustments, or cost cutting suggestions





## WEDDING DAY

We will also Collect/Coordinate final payments for specific vendors  
 Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

Act as a liaison between wedding party, family members, and vendors

For Events with over 150 guests we will require one assistant coordinator to help Manage the flow and timing of the ceremony and reception (until cake cutting)

Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies

# CEREMONY

Coordinators services include; distributing bouquets and pin flowers on attendants & family members. Directing photographer, videographer, musicians, rentals, florist, etc. of where to set up. Overseeing setup of the ceremony to make sure all commitments are fulfilled. Distributing final payments and gratuities as needed to contracted vendors. Setting up all ceremony decor not handled by a specific vendor (i.e. guest signing item, programs, pictures, etc.)

Directing Ushers with programs and seating distribution. Guiding Line up and cue wedding party/musicians for ceremony. Give marriage license to officiant & ensure wedding rings are present. Collect all personal wedding items and gifts and deliver to reception site.



# COCKTAIL HOUR & RECEPTION

Set up all reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place card, gifts, table design, disposable cameras, etc.)

Manage vendor set-up of reception and make sure all commitments are fulfilled

Bustle wedding gown

Line up and cue Bride, Groom, and wedding party for Grand Entrance

Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)

Cue Bride and Groom for all important events

Maintain & coordinate timeline for all events during reception

Stay in communication with banquet staff to ensure things are going smoothly