



## *Wedding Services*

*Initial Complimentary Consultation: 45-minutes*

*Rehearsal: (Max. 1 hour)*

- *Collaborate with wedding officiant to choreograph wedding ceremony, processional, and recessional*
- *Inform wedding party of arrival time and where to gather on the wedding day*
- *Decide on what cue will be used to signal the start of the ceremony*
- *Confirm the music that will be played at each interval of ceremony. Determine what signals will be used to cue musicians*

*Pre-Ceremony:*

- *Facilitate on-time arrival of hair/make-up stylists. Instruct them as to where to set-up styling equipment*
- *Coordinate hair/make-up schedule with wedding party and stylists. Ensure hair/make-up are completed in a timely fashion*
- *Coordinate any food deliveries as well as assist with set-up*
- *Ensure bridal bouquet, bridesmaids flowers, corsages, boutonnieres, flower girl basket, and ring bearer pillow arrive on time*
- *Affix corsages and boutonnieres on wedding party, parents of the wedding couple as well as anyone else to be honored*
- *Confirm all vendors have arrived on time. Instruct where to set-up*
- *Distribute event itinerary to all vendors*
- *Make certain that photographer has a "must shoot" list and locations for photos to be taken*
- *Gather wedding party and immediate family for photos*
- *Act as a liaison for the officiant and vendors*
- *Keep wedding party abreast of how much time remains before the start of the ceremony*
- *Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony*
- *Assist bride with putting on her gown*
- *Maintain the bridal emergency kit which includes stain remover, hairspray, safety pins, sewing kit, scissors, static guard, deodorant, panty liners, straws, band aids, snacks, mints, and other necessities*
- *Communicate with best man/groomsmen to make sure they are getting ready and on time*
- *Keep wedding party abreast of any last minute details*

### *Ceremony:*

- *Set-up programs and other ceremony items such as guest book, sand ceremony, unity candles, love letter & wine box, knot-tying rope, and Kiddush cups*
- *Ensure ushers/groomsmen arrive on time and are ready to pass out programs*
- *Inform ushers/groomsmen when to light candles*
- *Confirm that wedding day flowers for wedding party and others arrive at ceremony site*
- *Alert ushers/groomsmen as to when to begin escorting guests to their seats*
- *Organize processional of wedding party for their entrance down the aisle*
- *Cue musicians when wedding party is ready to begin processional*
- *Cue ushers/groomsmen when to pull aisle runner*
- *Assist bride with train before walking down the aisle*
- *Gather family and friends for after ceremony photos*

### *Cocktail Hour: (Max. 1 hour)*

- *Ensure the cocktail area is set-up comfortably for guests*
- *Include any personalized details representing the wedding couple*
- *Alert catering staff to have appetizers, hors d'oeuvres, and any related items set-up for guests*
- *Confirm bartender staff are prepared to receive guests*
- *Direct guests to cocktail area*
- *Ensure proper flow of food during cocktail hour*
- *Make sure the appropriate music is playing during this time*
- *Alert guests in a timely manner to go to reception area, if applicable*

### *Pre-Reception:*

- *Ensure vendors are set-up properly and tie up any loose ends*
- *Verify site location has appropriate electrical outlets*
- *Make sure band/DJ has music playlist from wedding couple*
- *Make sure reception flowers/decor are set-up according to flower order*
- *Confirm tent, lighting, and decor are set-up properly and troubleshoot as needed*
- *Confirm dining tables are set-up accordingly*
- *Meet with catering staff to verify food timeline*
- *Set-up guest book, pen, champagne flutes, and cake cutting utensils*
- *Arrange table numbers, place cards, menu cards, and party favors*
- *Ensure bathrooms are properly stocked with necessities*

## *Reception:*

- *Help guests locate their place cards and dining tables*
- *Communicate with best man/matron (maid) of honor as to arrival time*
- *Upon arrival, organize wedding party to walk into main dining area*
- *Cue guests to stand before grand entrance of wedding couple*
- *Introduce wedding couple. Cue band/DJ to play music for first dance*
- *Inform best man/matron (maid) of honor when they are to give toasts*
- *Alert catering staff to pour champagne just before toasts*
- *Be aware of timing of catering service to ensure everyone is served promptly*
- *Manage reception flow to ensure everyone exits property before venue closing time*
- *Distribute final payments/gratuities to vendors at conclusion of the evening*
- *Pack-up gifts/cards, ceremony & reception items, and any other miscellaneous items to be taken to the designated person(s) car at conclusion of event*

## *Essence Package – \*Starting price: \$2,250* *includes above services plus:*

- *Unlimited consultation during business hours*
- *Budget management*
- *Wedding website design & management*
- *Invitation & RSVP management*
- *Place cards & menu management*
- *Day-of Coordination (Max. 8 hours)*
- *Arrangement of guest hotel & travel accommodations*
- *Venue & Vendor Selection/Coordination*
- *Remain accessible throughout the entire event in case there are other details you would like attended to*
- *Etiquette guidance and cost-saving suggestions*
- *Coordinate reception departure transportation*
- *Vendor contract review & negotiation*
- *Day-of timeline preparation*
- *Resolve any unforeseen issues as they arise*
- *Clean-up ceremony & reception areas (up to 1 hour)*
- *Accompaniment to vendor meetings*
- *Style & design execution*
- *Logistical planning that includes floor plan layout and equipment rental*
- *Travel up to 100 miles total roundtrip*

***\*Price varies based on number of guests, location, and amount of assistance required.***

## *Partial Planning Package – \*Starting price: \$1,125* *includes above services plus:*

- *Unlimited consultation during business hours*
- *Venue & Vendor Selection/Coordination*
- *Remain accessible throughout the entire event in case there are other details you would like attended to*

- *Etiquette guidance and cost-saving suggestions*
- *Day-of Coordination (Max. 8 hours)*
- *Coordinate reception departure transportation*
- *Vendor contract review & negotiation*
- *Day-of timeline preparation*
- *Resolve any unforeseen issues as they arise*
- *Clean-up ceremony & reception areas (up to 1 hour)*
- *Accompaniment to vendor meetings*
- *Logistical planning that includes floor plan layout and equipment rental*
- *Travel up to 100 miles total roundtrip*

***\*Price varies based on number of guests, location, and amount of assistance required.***

*Day-of Coordination Only Package (Max. 8 hours) – \*Starting price: \$750 includes above services plus:*

- *Limited consultation during business hours*
- *Vendor Management*
- *Remain accessible throughout the entire event in case there are other details you would like attended to*
- *Coordinate reception departure transportation*
- *Day-of timeline preparation*
- *Resolve any unforeseen issues as they arise*
- *Travel up to 50 miles total roundtrip*

***\*Price varies based on number of guests, location, and amount of assistance required.***

*Essentials Package (À la Carte) - \*Base price: \$180 (up to 3 hours); Over 3 hours, base price plus \$45/hour. Includes:*

- *Limited consultation during business hours*
- *Choose from any services outlined above*
- *Resolve any unforeseen issues as they arise*

*Add-on Services:*

- *Arrangement of guest hotel and travel accommodations - \$45/hr.*
- *Wedding website design & management - \$45/hr.*
- *Invitation & RSVP management - \$45/hr.*
- *Place cards & menu management - \$45/hr.*
- *Clean-up of ceremony and reception areas – Flat fee \$100*