

Guidance Package

This is for the Bride who wants to do all of the planning and coordination herself but needs the guidance of the professional consultant. This package includes:

Pre-Wedding Planning (4) hours of consultant guidance

- Meeting to discuss wedding and reception ideas and to discuss budget (1) hour
- Provide a detailed list of vendors for client contact
- Offer etiquette guidelines
- Consult on all vendor contracts
- Offer suggestions for color scheme, invitations and wedding party attire
- Rehearsal assistance and coordination (1) hour
- Intermittent meetings throughout the planning period for guidance (2) hours

Wedding Day (6) hours of consultant guidance

- Arrive at site 2 hours prior to ceremony
- Distribute flowers and boutonnieres
- Transport designated items from ceremony to reception site
- Coordinate reception with vendors and distribute final payments from client
- Gather keepsakes and personal items from a pre-arranged list

*Call for free consultation or custom quote

Coordination Package

This is for the Bride who desires to do most of the planning but needs the coordination of a professional consultant including directing of the rehearsal and wedding day. This package includes:

Pre-Wedding Planning

- Initial consultation to discuss the wedding and the reception ideas and to discuss the budget
- Provide a detailed list of vendors for client contact
- Offer etiquette guidelines
- Review all vendor contracts
- Develop wedding day itinerary
- Offer suggestions for color scheme, and wedding party attire
- Intermittent meetings throughout the planning period for coordination
- Review banquet menu with catering manager and bride
- Invitation consultation

Rehearsal

- Supervise vendors at wedding and reception
- Coordinate the rehearsal and guide the flow of the ceremony
- Give instructions to the Bride and Groom and wedding party as to the wedding day schedule
- Collect wedding license to be given to the officiate on wedding day

- Instruct ushers on their responsibilities for seating prior to the wedding ceremony
- Obtain any items needed for the wedding day from the Bride (toasting goblets, cake knife, guest book, etc.) to transport to wedding
- Collect all payments to be distributed to vendors on wedding day

Wedding Day

- Coordinator available for up to seven hours on day of wedding beginning 2-3 hours prior to wedding
- Check wedding site to assure final details are taken care of, assist with dressing, distribute flowers to wedding party, etc.
- Provide emergency kit for last minute needs
- Distribute flowers and boutonnieres
- Transport designated items from ceremony to reception site
- Assist bride and attendants with dressing and last minute details
- Assist groom and groomsmen with last minute details
- Direct wedding ceremony including:
 1. Insure father of the bride, groom, groomsmen and attendants in place for ceremony
 2. Coordinate music with wedding party entrance and exit
 3. Insure ushers have properly seated all guests and distributed programs to guests
- Coordinate wedding party with photographer for wedding photo shoot

Reception

- Coordinate reception with vendors and distribute final payments from client
- Gather keepsakes and personal items from a pre-arranged list and give to designated person
- Coordinate with caterer to insure wedding reception is on schedule
- Coordinate the toast, cake cutting, first dance, bouquet and garter toss
- Assist Bride and Groom with exit and direct guest to appropriate area for exit
- Arrange for exit favors to be distributed to guests

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Beginning to End Package

This package is for the very busy Bride who needs detailed planning for all aspects of her wedding. This package includes:

Pre-Wedding Planning

- Initial consultation to discuss the wedding and the reception ideas and to develop the budget worksheet
- Develop a timeline to complete required tasks
- Develop a detailed list of vendors for client to select for vendors meetings
- Accompany Bride to interview and select wedding vendors
- Provide etiquette guidelines
- Provide a list of possible venues and services
- Develop wedding day itinerary
- Assist in shopping for wedding gown (if travel is required, consultant's expenses will be paid by client)

- Assist in tux selection
- Assist Bride in selecting make-up and hair to complement wedding dress and theme
- Assist in choosing color scheme, and wedding party attire
- Assist with any design issues, such as, flowers for ceremony and/or reception, hospitality baskets for out-of-town guests, favors for guests, etc
- Intermittent meetings throughout the planning period for coordination
- Monitor and confirm vendor schedules periodically
- Arrange meeting with caterer and bride and assist in selecting banquet menu
- Invitation consultation (addressing and mailing will be charged an additional fee)
- Manage arrangements and negotiate prices for accommodations for out-of-town guests
- Arrange all transportation, including transportation for out-of-town guests during their stay, transportation for the bridal party and parents of Bride and Groom for the day of the wedding

Rehearsal

- Assist in site selection, menu choices as requested
- Coordinate the rehearsal and guide the flow of the ceremony
- Give instructions to the Bride and Groom and wedding party as to the wedding day schedule
- Collect wedding license to be given to the officiate on wedding day
- Instruct ushers on their responsibilities for seating prior to the wedding ceremony
- Obtain any items needed for the wedding day from the Bride (toasting goblets, cake knife, guest book, etc.) to transport to wedding
- Collect all payments to be distributed to vendors on wedding day

Wedding Day

- Arrive at wedding location two hours prior to start of ceremony
- Check wedding site to assure final details are taken care of
- Provide emergency kit for last minute needs
- Pin flowers and boutonnieres and distribute bridal bouquets
- Transport designated items from ceremony to reception site
- Assist bride and attendants with dressing and last minute details
- Assist groom and groomsmen with last minute details
- Direct wedding ceremony including:
 - Have all attendants, father of the bride, groom and groomsmen in place for ceremony
 - Coordinate music with wedding party entrance and exit
 - Insure ushers have properly seated all guests and distributed programs to guests
 - Assist wedding party with wedding photo shoot
 - Assure transportation is ready for travel from wedding site to reception

Reception

- Gather keepsakes and personal items from a pre-arranged list and give to designated person
- Coordinate the toast, cake cutting, first dance, bouquet and garter toss
- Assist Bride and Groom with exit and direct guest to appropriate area for exit
- Arrange for exit favors to be distributed to guests
- Supervise vendors at reception
- Coordinate with caterer to insure wedding reception is on schedule
- Assist Bride and Groom with exit and direct guest to appropriate area for exit
- Arrange for exit favors to be distributed to guests

- Prompt band/DJ of Bride and Groom's arrival, cake cutting, special toast, bouquet and garter toss
- Distribute "day of" payments and tips to all vendors
- Distribute items to be tossed just prior to Bride and Groom's departure
- Gather keepsakes and personal items from a pre-arranged list and store until Bride's return from honeymoon
- Assure gifts are loaded into assigned vehicle
- Contact vendors for pick-up of any rental items

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