



## Wedding Management

Includes Day of Service



Starting at \$2000.00

### Upon signing of contract + deposit

- **1<sup>st</sup> Meeting:** Review all plans, design details, theme, seating charts and layouts, vendor contracts and details provided by the couple so we can prepare and provide a timeline.
- **2<sup>nd</sup> Meeting:** Meet at half way month to wedding date.
- **3<sup>rd</sup> Meeting –** Final details with bride and groom at Wedding Location to preview and map out every detail with you and the timeline.
- Includes Exclusive Access & Email Prior to Wedding Day.

### Planning & Important Details

- Confirm and review Banquet Event Order provided by Catering Manager.
- Personalized Month by Month Wedding Planning Calendar with Checklist and Reminder Timeline.
- Contact and confirm details with all service providers to ensure a timely and professional setup and tear down.
- Confirm all rental orders, dates and quantities.
- Attend sound check with Band, DJ or Entertainment provider.
- Coordinate with Officiant on ceremony details.
- Follow up and confirm with all service providers and vendors 1 week before.

### Wedding Rehearsal

- Organize and direct rehearsal, wedding party placement and timeline.

### Wedding Day: 10 hours

- Direct and coordinate all wedding and reception details with 1 assistant coordinator.
- Set-up and supervise all providers for the wedding ceremony and reception.
- Manage timing of the event with the wedding party, family members and vendors as well as venue staff.
- Assist Wedding Party with attire and distribute flowers to wedding party and family members.
- Confirm and inspect seating arrangements, count, place settings, cards and décor.
- Greet, seat and assist guests.
- Coordinate with musicians and officiant to cue ceremony.
- Attend to personal details and items that need to be transported or available for reception.
- Marriage License Information.
- Provide Wedding Day Emergency Kit.

### Additional Services

- Other services and prices available by request.

\*Rates & Prices are subject to change based on upgrades of additional a la carte services, wedding size or location.

Cori Sponagle PBC™ [www.EventsbyCori.com](http://www.EventsbyCori.com) 949.322.1091

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