



## A Little Help... Please

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This package is perfect for the bride and groom who have pre-planned their special day and could use a little help with the finishing touches and last minute details.

\$2000 - \$3000\*

\*Actual prices are determined from many factors including services requested and event parameters.

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### Up to 2 Months Prior to Wedding

- **1<sup>st</sup> Meeting** – Review all plans, design details, theme, seating charts and layouts, vendor's contracts and details provided by the bride and groom so we can prepare and provide a timeline and pre-wedding calendar.
- **2<sup>nd</sup> Meeting** – Final details with bride and groom at Wedding Location to preview and map out every detail with you and the timeline. This may also include your tasting.
- Includes Exclusive Access & Emails for Month Prior to Wedding Day.

### Planning & Important Details

- Confirm and review Banquet Event Order provided by Catering Manager.
- 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

- 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.
- Wedding Emergency Kit.

### Additional Services

- For more time prior to the wedding please add \$200 per month where you will have exclusive phone and email access.
- Other services and prices available by request.