

WEDDING MANAGEMENT

Perfect for the do-it-yourself type as you have planned your entire celebration on your own but need professional guidance with the final details. As your personal on-site event coordinator, we will manage your event to ensure your day carries out smoothly. Wedding management begins approximately six (6) weeks before the wedding day, and includes (but is not limited to) the following:

PRE-PLANNING

- Initial meeting to discuss your plans including expectations and vendor contracts.
- Unlimited contact by email (during regular business hours).
- Two (2) in-person meetings (2 hours each) to prepare the wedding day itinerary and one (1) site inspection (up to 2 hours).

Creating Your Wedding Blueprint

- Detailed itinerary outlining all events for your day and distribution to all wedding vendors and wedding party members.
- Ceremony rehearsal attendance and supervision (up to 2 hours).
- Confirmation of vendors and all wedding details one week prior to the wedding.

DAY OF WEDDING

Organizing Your Special Day

- Full onsite coordination and direction of set-up and tear down at ceremony.
- Placement of programs, ceremony and personal items.
- Ensure delivery and distribution of all bouquets, boutonnieres, corsages and any other decorations for the ceremony.
- Coordinate bridal party procession.
- Transportation of flowers and décor items from the ceremony to the reception site.
- Full onsite coordination and direction of set-up and tear down at reception.
- Supervise set up of décor, catering and any reception entertainment.
- Ensure all tables, chairs, flowers, linens, table settings, place cards, etc. are set up according to directions.
- Confirm timeline with DJ and or Master of Ceremonies.
- Coordination of the evening reception program.
- Deliver final payment and / or gratuities to vendors.
- Ensure all ceremony and reception items are packed and placed in designated location.