

Beyond Words...

Full Service Wedding & Event Planning

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Beyond Words...On the Wedding Day

(\$450 – \$800)

- ❖ In-person consultation.
- ❖ Unlimited contact via phone and email from time of contract.
- ❖ Production of a detailed timeline and schedule for vendors to ensure everyone's on the same page.
- ❖ Etiquette advisement.
- ❖ Create a planning checklist so nothing is forgotten before the big day.
- ❖ Discuss specific needs and expectations and advise accordingly.
- ❖ One assistant coordinator for guest counts up to 150.
- ❖ Unlimited time on the day of the event, complete wedding day coordination from set-up to tear down.
- ❖ Manage the flow and timing of the entire day.
- ❖ Act as a liason between wedding party, family members, and vendors.
- ❖ Use of extensive Bridal Emergency Kit. We will be ready and available to solve any unexpected situation or emergencies.
- ❖ Set-up of all reception décor not handled by a specific vendor.
- ❖ Manage vendor set-up of reception, confirm vendor contracts and that all commitments are fulfilled.
- ❖ Line up and cue Bride, Groom and wedding party for all important events.
- ❖ Cue all vendors for important events (cake cutting, grand entrance, wedding toast, bouquet toss, etc).
- ❖ Maintain and coordinate timeline for all events during reception.
- ❖ Stay in communication with banquet staff to ensure things are going smoothly.