



Day of Management

"Day Of Management" is a very **budget friendly** way for you to get a peace of mind on your special day. This service is designed for you if you have already planned the concept of your wedding, as well as selected all of your vendors, but would like a professional to orchestrate the day. We work closely with all your chosen professionals and personnel at Reception location. The benefit of this package is to work on your behalf to ensure accuracy with the details you have planned, so all you have to do is relax and enjoy!

- 1 in-person session typically scheduled within 1 month of wedding day to discuss wedding day activities, expectations and all necessary details. *This meeting is necessary in order to accurately communicate your vision for the day*
- Ongoing and unlimited communication/support via phone & email with your Lead Planner
- One on-site visit to the Venue to address any questions or concerns with layouts & logistics
- Preparation of personalized wedding day itinerary (timeline)
- Cross-check your expectations with your wedding professionals & confirmations to ensure their commitment & accurate delivery of services, provide professionals with directions & itinerary
- Collection of items to be brought and set up on wedding day such as: candles, guest book, favors, toasting glasses, escort/place cards, etc. (Check list with planner)
- Overseeing, and directing the ceremony and reception. (Assistance and Coordination for up to 7 hrs)
- **This includes, but is not limited to, the following:**
- {Receiving deliveries and greeting vendors}
- {Distributing final payments / gratuities to all vendors in sealed envelopes}
- {Overseeing proper set-up of ceremony and reception locations and wedding professionals responsibilities to ensure details are properly executed as planned}
- {Assisting with distribution and pinning of all corsages, boutonnieres, wedding flowers and flower baskets}
- {Ensuring proper placement of seating cards, table numbers, wedding favors, programs, etc}
- {Greeting your guests and directing them to ceremony, cocktail, reception areas}
- {Lining up and cueing wedding party for processional}
- {Ensuring musicians are cued for correct pace and timing}
- {Ensuring you and your bridal party are prepared for post-ceremony formal pictures}
- {Ensuring your music entertainment is prepared for your entrance and has correct pronunciation of the members of your bridal party!}
- {Packing wedding gifts and important accessories at the end of the night}
- Wedding day Bridal Emergency Kit, which has an extensive list of items to offer the bridal party in case of any unforeseen mishaps
- Wedding Day Coordination with 'one' coordinator for weddings 100 guests or less (number of coordinators may vary depending on size of event)
- **Most importantly**, ensuring you and your groom are guests and not managers and have an amazing time at your reception!

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