



## Month of Planning Package

Our 'Day of Coordination' package, perfectly fit for couples that have managed to plan their entire event, but are becoming a bit overwhelmed with the extra details as the wedding day gets closer. We will work with the details provided by you and formulate a master plan for the entire day. All the details will be taken care of and you will feel at ease knowing a professional coordinator is managing the event for you and more importantly, doing it just the way you wanted.

### **Complimentary Initial meeting with Bride and Groom to get pertinent information about their wedding (approximately 1 hr)**

- 2 in-person planning sessions typically scheduled 2 months prior to wedding day to discuss wedding day activities, expectations, final vendor selections, timeline and all necessary details.
- Final review of all vendor contracts and ongoing communication with vendors regarding their services and your expectations.
- Final walk through of ceremony and reception sites.
- Rehearsal assistance and coordination.
- Assist with final checklist to ensure you have accomplished everything on your "to do" list.
- Assist with any last minute projects such as seating assignments, escort/place cards, programs, menu cards, favors, etc.
- Includes services in **Day of Management package**
- Wedding Day Emergency Kit
- Full Wedding Coordination with 'one' Wedding Coordinator and 'one' Assistant Wedding Coordinator