

## **GOLD PACKAGE - Day Coordinating | *STARTING AT \$2500.00***

### ***PLANNER MEETS WITH YOU THE WEEK OF THE WEDDING TO PLAN THE DAY'S EVENTS AND SCHEDULE.***

- YOUR WEDDING COORDINATORS WILL HELP TO ORGANIZE THE DAY SO IT RUNS ON TIME AND ACCORDING TO YOUR PLAN SO YOU CAN RELAX AND ENJOY YOUR SPECIAL DAY
- ATTENDANCE AT CEREMONY REHEARSAL TO REVIEW FLOW OF CEREMONY, PROCESSIONAL AND RECESSIONAL
- MANAGEMENT AT BRIDE AND GROOM'S LOCATIONS
- SUPERVISION AND ASSISTANCE OF CEREMONY SETUP AND TEAR DOWN (DÉCOR AND VENDORS EG: MUSICIANS, PERSONAL ITEMS)
- DISTRIBUTION AND PINNING OF BOUTONNIERES AND CORSAGES
- COORDINATE AND CUE PROCESSIONAL AND RECESSIONAL
- SUPERVISION AND ASSISTANCE OF FAMILY PHOTO SESSION
- SUPERVISION AND ASSISTANCE OF RECEPTION SETUP (DÉCOR AND VENDORS EG: CAKE, DJ, ETC..)
- SETUP OF PERSONAL WEDDING ITEMS SUCH AS, PLACE CARDS, PROGRAMS, FAVORS, ETC....
- COORDINATION OF GUEST & SEATING MANAGEMENT
- COORDINATION OF VENDOR PAYMENTS FOR THAT DAY
- COORDINATION OF RECEIVING LINE
- COORDINATION OF GIFT COLLECTION
- COORDINATION OF THE EVENING RECEPTION PROGRAM
- COORDINATION AND CUE OF THE MC, DJ/ENTERTAINMENT, PHOTOGRAPHER AND VIDEOGRAPHER
- COORDINATION AND CUE OF GRAND ENTRANCE
- COORDINATION OF MEAL SERVICE ALONGSIDE THE CATERING/BANQUET MANAGER
- CLEAR AND PUT AWAY PERSONAL WEDDING ITEMS AND ORGANIZE BRIDAL SUITE
- YOUR WEDDING PLANNER WILL KEEP COPIES OF YOUR CONTRACTS TO ENSURE THAT ALL OF YOUR VENDORS HAVE DELIVERED WHAT WAS PROMISED TO YOU