

Wedding Day Coordination/ Director Package #1:

This is for couples who have everything ready for their special day and just need a Coordinator for the day of the event to make sure everything is in place and who don't want to bother a family member or friend. You would want your loved ones to enjoy this day as well. We will be more than happy to supervise your wedding and make sure everything is running smoothly. We recommend you reserve this service at least 2 months in advance. This service includes:

- *One meeting to get to know clients and go over the details for the wedding.
- *6 hours of event day coverage
- *We will go before your wedding to the ceremony/reception site to meet with on-site vendors.
- *Contact off-site vendors before the wedding and introduce ourselves and let them know we will be in charge the day of your wedding.
- *Provide a time line of Grand Entrance, First dances, Bouquet & Garter toss and Cutting of the cake.
- *Guest list and table assemble to be provided to us.
- *Go over final details of wedding either one week before or one day prior to wedding day.
- *Set-up only reception site such as favors, pictures, decorations etc. all to be provided to us 1 day before the wedding.
- *Host/Hostess of event.
- *Orchestrating Rehearsal separate fee of \$80.00
- *Complete supervision of event to make sure everything is running smoothly and on time

Wedding day Coordination/ Director Package #2:

Basically everything offered in the first "Wedding Day Coordination Package" will be offered in Package #2 with the following extras:

- *2 Hours extra Wedding Day Coverage (If more hours needed, an extra fee will apply)
- *Attend and Conduct Rehearsal
- *Event set-up and pick up (items such as: Cake knives, Guest Book, Left over favors, etc.)

Set up Package only:

Need a Coordinator just to set up your favors at your Reception venue??

We can handle this for you. Don't let your family & friends get involved. Let them enjoy getting pampered with you.

*(Set up favors, table numbers or names, place card table, bride & groom table, cake table)
We will handle all your set up and release this stress off your shoulders.

*****Whichever package you choose, we will be pleased to help you with your dream day.*****