



# "Day Of" Wedding Package

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*With this package we will help you enjoy your wedding day to the fullest.*

## PRE-WEDDING

The Day of Package will include one consultation meeting (3 hours max) in person approximately three weeks prior to your wedding date to discuss all wedding details, such as:

- Review all plans and ideas for the wedding day
- Collect vendor contracts and information
- Bridal party details and the procession
- Discuss vendor responsibilities
- Creation of the wedding timeline for the ceremony and reception
- Discuss important reception activities
- Seating arrangement assistance
- Discuss problems that may arise

## WEDDING REHEARSAL

Rehearsal at the ceremony location with all bridal party members before the wedding day (1.5 hours) to ensure everyone is aware of their roles.

## WEDDING DAY

- Complete wedding day coordination
- Arrive early to ensure the set up is correct and complete
- Direct ceremony procession and activities
- Delivery and set-up of all ceremony and reception items such as Guest Book, Engagement Photo, Cake Set, Card Box, Toasting Glasses, Table Numbers, Seating/Place Cards, Favors, Candles, Additional Decor, etc.
- Greet vendors and oversee set-up of both the ceremony and reception
- Discuss reception activities with vendors involved and provide itinerary
- Distribute final payments/gratuities if needed to vendors on your behalf
- Keep activities on schedule per timeline
- Gathering of wedding party and family members for pictures
- Cue the DJ or musicians throughout the wedding day activities
- Ensure vendors provide the services as per their contract
- Personally assist the bride and groom