



Silver Wedding Package

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The Silver Package is for clients who want to take care of the details of their wedding by themselves yet would still like the help of a professional to find vendors that will have the quality you need and the best possible prices for your budget.

THIS PACKAGE INCLUDES:

- Six hours of consultation meetings
- Unlimited consultations via phone and e-mail
- Creative coordination with the design/decor of the wedding and reception, including the size and degree of formality. Help to set the date and time of the event, and coordinate with the reception site.
- Referral of Vendors: Ceremony Location, Reception Location, Caterer, DJ or Band, Florist/Designer, Photographer, Videographer, Cake Supplier, Party Rentals, Make-up and Hair Stylists and Linens
- Accompany you to one vendor appointment of your choice
- Coordinate details with all vendors until the wedding is complete
- Assistance with ordering invitations, announcements and ceremony programs
- Create a wedding timeline for the ceremony and reception
- Ceremony bridal procession and family seating
- Referrals for selection of favors
- Assistance with reception seating arrangements and place cards
- Coordination at the wedding rehearsal with the wedding party
- Provide itinerary to the bridal party

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