

Diamond Package: Day of Coordination - Starting at \$900

Price above reflects events up to 150 guests, basic décor set up, within 50 miles of Akron, Ohio.

- Unlimited emails between client and planner
- Calls to planner - up to 2 hours
- Face to face meetings - 1
(Not including initial consultation or Final Review Meeting)
- Etiquette and budgeting advice
- Timeline Creation for day of event; distributed to all vendors
- Preview of ceremony/reception venues (if needed)
- Final review meeting 30 days prior to event
- Vendors
 - ❖ Selection assistance and referrals
 - ❖ Act as vendor contact beginning no less than 15 days prior to wedding
 - ❖ Confirm all details with vendors no less than 15 days prior to wedding
 - ❖ Notification of final balance due to vendors as a courtesy
- Wedding rehearsal management and ceremony formation (no time limits)
 - ❖ Will conduct rehearsal if officiant or church coordinator is not present
 - Instruct wedding party on ceremony directions
 - Conduct complete walk thru of entire ceremony process
- Use of wedding day emergency kit
- Complete ceremony and reception management on the day of event (with no time limits) including:
 - ❖ Set up of décor ***Items requiring assembly, heavy lifting, use of ladders or that are considered extensive may incur additional charges.*
 - ❖ Oversee deliveries, vendor coordination and timeline management
 - ❖ Assist bride and groom throughout the event
 - ❖ Distribute flowers and verify all decorating is complete
 - ❖ Organize bridal party and family for ceremony, cue musicians and direct processional



- ❖ Distribute programs (if needed) and post ceremony favors (bubbles, rice, balloons, etc)
- ❖ Coordination of introductions, events and announcements
- ❖ Attend to any last minute details and guests needs
- ❖ Pack designated car(s) with gifts/card box and wedding items at end of reception and clean up assistance (if needed)

Additional Services Available

- ❖ Invitation Service - \$2.50 per invitation
 - ✓ Includes mail preparation (stuffing and hand addressing envelopes)
 - ✓ Electronic RSVP tracking updated and emailed every Sunday
- ❖ Welcome/Gift Baskets - starting at \$24.95 ea
 - ✓ Customized for your event
 - ✓ Personalized 'thank you' tag tied to each basket
 - ✓ Delivered to the hotel/residence of your choice (within 25 miles)
- ❖ Décor Rentals
 - ✓ Candles Holders
 - ✓ LED Colored Candles
 - ✓ Apothecary Jars (Used for candy bars)
 - ✓ Misc Items
 - ✓ Centerpiece design available

