

Services Available for Additional Fee:

*Creation and maintenance of guest database
Assembly, addressing and mailing of invitations
Reception place cards and table menus
Creation and assembly of wedding favors
Wedding program design and layout
Welcome gifts for guests at host hotel
Return of rented attire/equipment
Assistance with thank you notes*

*Wedding by That Special Touch Events
888.327.0008 ext. 2
tstevents@yahoo.com
www.tstevents.net*

Weddings

by That Special Touch Events

“Day of Coordination Services”



Day of Wedding Coordination Services
Starting at \$750

Congratulations . . .
You're Almost There!

We know that the last few months of planning can be a stressful time for the Bride-to-Be as she puts the final touches on her big day.

Weddings by That Special Touch Events can provide "Day of Coordination" services designed to help you make this the best day of your life!

Call Us Today
By Appointment Only

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We look forward to giving your
Wedding Day

"That Special Touch"

Pre-Wedding Planning

Initial consultation to discuss wedding details and vendor contact list up to (2) months prior to wedding date.

Assistance with wedding design for ceremony/reception.

Liaison between client and vendor for confirmations and event activities on wedding day.

Vendor contract review for final payment policies

Walk through and finalization meeting with client at ceremony and reception venues.

Organize vendor delivery schedule and confirm 1 week – 3 days prior to wedding date.

Wedding rehearsal assistance if needed.

Written itineraries for Bridal Party.

Vendor recommendations ,if needed

Wedding Day Management

Provide 2 planners for wedding day so nothing is missed

Arrive at ceremony/reception venues 2 hours prior to wedding to oversee set-up, décor and deliveries from vendors.

Assist bridal party and parents during ceremony processional.

Execute Wedding Day activity timeline prepared by client and planner.

Liaison for bridal party, guests and vendors during reception.

Oversee breakdown and clean-up after ceremony and reception.

