

Final Touches - Wedding Month Coordination - \$1395

The "Finishing Touches, " Package

Prices starting @ \$1395 (Travel fees may apply)

Do you have all of your vendors' picked out, contracts signed, and most everything else prepared? Do you want to sit back and relax on your wedding day and leave all of the logistics to someone else (not your friends and family)? **Exquisite Events** will assist you with the ceremony rehearsal and handle all of the wedding day details per your specifications.

If you've done all the work but, you just need a little professional polish to make everything flow properly on your special day, we can help. **Exquisite Events** will assist you in coordinating all of the specifics for your wedding rehearsal and wedding day. From wedding ceremony etiquette to troubleshooting any problems which may arise, we are available to make your day sparkle.

The "Finishing Touches, " Package supports couples on their special day with managing the important details of the event. Our professional wedding consultants provide many services, including wedding day and reception only coordination, etiquette guidance, supervising vendors and offering a wedding day emergency kit.

Prior To Wedding

- Service begins 4 to 6 weeks prior to your wedding date.
- Unlimited emails and phone calls.
- Meet with you before your wedding to gain a clear perspective of your vision, goals, and requirements for your wedding day.
 - Walk through of your chosen venue to review layout, setup, and design.
- Review vendor contracts to ensure all items and services are provided for on the day of the wedding and handle all outstanding issues.
- Create a detailed Timeline of Events and distribute to all vendors and participants.
- Contact all of your vendors the week before your wedding to confirm delivery dates, times, and locations.
- Check all seating lists and venue layout to ensure correct counts
- Provide professional designer direction with Decor and Etiquette.

Wedding Rehearsal

- Meet officiant, family and bridal party
- Orchestrate wedding rehearsal or assist officiant
- Provide timeline for wedding party
- Plan processional/recessional and VIP seating
- Instruct ushers on VIP seating and timing
- Arrange for special-needs seating
- Collect all wedding accessories for day of wedding (favors, unity candle, engagement photo, place cards, cake serving set, champagne flutes, etc.)

Wedding Day Management

- Provide ten (10) Hours of on site Professional Coordination on the day of your wedding.
- Supervise all vendor set-up to ensure tables are set up according to your floor plan, etc.
- Placement of all wedding day accessories for ceremony and reception to include: programs, favors, menus, engagement photo, guest book, cake serving set and toasting goblets, etc.
- Coordinate with florist and ensure all bouquets and boutonnieres are distributed.
- Line-up of the wedding party for processional, all photographs and Grand Entrance.
- Greet and direct late-arriving guest.
- Coordinate with all vendors to ensure all key points of ceremony and reception.
- Cueing all the musicians and performers during the ceremony and reception.
- Distribute final payments and gratuities to all vendors.
- Assist you and your family with any concerns or questions and handle any discrepancies, last minute details, bridal

party issues or tardy vendors as needed

- Emergency Kit provided for you and your guests for any last minute items needed.
- Cues for Grand Entrance, First Dance, Toasts, Father/Daughter Dance, Cake Cutting, Bouquet and Garter Toss and send off Bride and Groom.
- Safekeeping of all ceremony and wedding gifts until delivered to designated family member.
- Provide an additional assistant on the day of the wedding for weddings larger than 150 guests.

*Prices are based on weddings with up to 150 guests

*weight limits over 50lbs will require additional staff

*30 days out Exquisite Events will determine, according to clients wishes, the need to bring additional staff to complete set up according to description given by client

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