



“SOPHISTICATED SATIN” WEDDING WEEKEND COORDINATION PACKAGE

- ✓ Complimentary initial consultation to determine wedding needs
- ✓ Arrange vendor walk through at your reception site with key wedding vendors; Review details of timeline, floor plan and logistics.
- ✓ Meet with bride and groom weeks before wedding to go over wedding day details
- ✓ Provide vendor gratuity guidelines
- ✓ Design personalized itinerary/time line of wedding day details
- ✓ Provide final confirmation of services for all vendors
- ✓ Provide caterer with final guest count
- ✓ Create wedding day schedule and distribute to key wedding day vendors, as needed
- ✓ Coordinate ceremony rehearsal, ceremony, and reception
- ✓ Distribute wedding day timelines to wedding party during ceremony rehearsal
- ✓ Greet vendors on wedding day
- ✓ Resolve vendor questions and concerns
- ✓ Ensure table cards are set per your request
- ✓ Receive any items you're bringing for the ceremony and reception at rehearsal, to alleviate the stress of forgetting something on wedding day
- ✓ Pin on boutonnieres and corsages
- ✓ Ensure guest book is signed by guests
- ✓ Coordinate and direct all wedding day vendors to ensure your contracts with each are fulfilled and complete
- ✓ Manage clean-up of reception site
- ✓ Distribute final payments and tips to vendors
- ✓ Manage the collection of gift deliveries on wedding day
- ✓ Wedding emergency kit for unexpected situations
- ✓ Coordinate transportation of accessories, flowers, and gifts with individuals of your choice

\$1,400.00