



## **“SMART BEGINNINGS” PACKAGE**

- ✓ Complimentary initial consultation to determine wedding needs
- ✓ Budgeting assistance
- ✓ Provide guidance on gown selection
- ✓ Provide guidance on accessory selection
- ✓ Research ceremony and reception venues/vendors
- ✓ Arrange vendor walk through at your reception site with key wedding vendors; Review details of timeline, floor plan and logistics.
- ✓ Arrange lodging for out-of-town guests
- ✓ Arrange bridal suite reservation
- ✓ Arrange rehearsal dinner
- ✓ Provide personal assistance for bride and groom on wedding day
- ✓ Ensure the decorating of venues is as requested
- ✓ Meet with bride and groom weeks before wedding to go over wedding day details
- ✓ Provide final confirmation of services for all vendors
- ✓ Create wedding day schedule and distribute to key wedding day vendors, as needed
- ✓ Coordinate ceremony rehearsal, ceremony, and reception
- ✓ Distribute wedding day timelines to bridal party during ceremony rehearsal
- ✓ Greet vendors on wedding day
- ✓ Assist with preparing a must-have shot list for the photographer and videographer
- ✓ Assist with preparing your “must play” and “don’t play” lists
- ✓ 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
- ✓ Provide caterer with final guest count
- ✓ Finalize reception seating arrangement with caterer
- ✓ Manage clean-up of reception site
- ✓ Wedding emergency kit for unexpected situations
- ✓ Distribute final payments and tips to vendors
- ✓ Coordinate transportation of accessories, flowers, and gifts with individuals of your choice