**FULL WEDDING PLANNING**

 If you're like most of us, you work full time, and have a very busy life. You've gotten engaged, and are looking forward to the wedding of your dreams. There's just one problem - you don't have time to plan your wedding, or you aren't comfortable with the amount of knowledge, skill, and time that goes into planning such a monumental affair.  We understand completely. Planning a wedding can be a full time job, all on its own, which is why you should leave the planning to us. Hiring us to plan one of the most important days of your life, will be one of the best decisions that you will make for yourself and your sanity!

At The Wedding Angel, we will assist you with every aspect of the planning process, accompany you to appointments if you wish, serve as your point person with vendors, and do all of the legwork for you. On the day of your wedding, you will have a professional coordinator present, to ensure your day flows smoothly from start to finish.

**~ PRIOR TO YOUR WEDDING ~**

\* Unlimited phone and email access to us

\* Venue research and suggestions

\* Meet with you for an overview of the ceremony site and reception

\* Vendor research and suggestions

\* Review vendor contracts

\* Personalized wedding checklist and budget

\* Booking and confirmation of appointments and meetings with vendors

\* Accompany you to appointments if desired (travel fees will be added if outside a 15 mile radius of Bangor)

\* Wedding planning tools and forms

\* Confirmation of all vendors

\* Assist with securing end of reception clean-up staff

\* Create and finalize timeline for wedding and email to wedding party and vendors

\* Order placement, delivery and pick up arrangements of all rental items

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**~ REHEARSAL ~**

​\* Warm Welcome gift bag construction for arriving out of town guests- a welcome letter, a detailed itinerary of events, maps of the area, snacks, chocolates and bottled water

\* We are present at the rehearsal of your ceremony, including processional and recessional

\* Consulting with your Officiant

\* Review of the wedding checklist with you

\* Oversee set-up and coordination of rehearsal dinner (additional fee)

\* Collect all wedding items at rehearsal to be set up on wedding day

**~ DAY OF YOUR WEDDING ~**

\* Day-of- Wedding-Coordination (8 hrs) (extra hours available at $150/hr)

\* Assistant Coordinator if ceremony and reception in different locations or over 100 guests (6hrs)

\* Unlimited access to us via email or phone.  (phone calls during hrs of 7am-8pm)

~ **CEREMONY ~**

\* Coordinate limo or car service for you to ceremony site

\* Facilitate on-time arrival of hair and make-up stylists and instruct them as to where to set up

\* Coordinate any pre-wedding meal deliveries and clean up

\* Ensure all flowers arrive on time and distribute to the Couple/parents/wedding party

\* Confirm photographer and videographer arrive on time, and are aware of the day's timeline

\* Confirm seating arrangement and placement of parents/special guests at ceremony site

\* Ensure timely arrival of wedding party to the ceremony venue

\* Set up programs and other ceremony items (unity candles, sand ceremony items, etc.)

\* Ensure that ushers have arrived and are ready to escort guests

\* Ensure designated attendants arrive on time and are ready to pass out programs and assist with the guest book

\* Make sure Couple and wedding party are dressed and ready on time

\* Final touch-ups to your ceremony area before the arrival of your guests

\* Alert Ushers/Groomsmen as to when to begin escorting guests to their seats

\* Ensure your Officiant has the wedding license and knows who your witnesses are

\* Handle any emergencies that may arise

\* Line up the bridal party for their walk down the aisle

\* Communicate any last minute details to the wedding party

\* Cue Ceremony musicians when bridal party is ready to begin processional

\* Cue the wedding party in processional and recessional

\* Gather family and bridal party and coordinate with photographer for photos after the Ceremony

\* Coordinate limo or shuttle departure for the reception

**~ RECEPTION ~**

\* Greet and supervise your vendors and instruct them where to set up

\* Make sure band, DJ or designated emcee can correctly pronounce the wedding party's names (and in the right order) for the introductions

\* Make sure Cocktail Hour and Reception décor is set up according to plan

\* Make sure all flowers are set up according to floral order

\* Make sure reception décor is set up according to plan

\* For outdoor tents, make certain that lighting is arranged and working appropriately

\* Meet with catering staff to confirm food timeline

\* Arrange escort cards, set up guest book, cake cutting utensils, and champagne flutes

\* Set up any amenities baskets in guest restrooms

\* Assist catering and/or venue staff with remaining setup needs

\* Look over guest tables and head table to confirm they are set up properly

\* Review final set up before guest arrival, and look for any missed details

\* Execute the Schedule of events and our Timeline for your wedding smoothly and promptly.

\* Liaison for all of your vendor, family, and guest questions and concerns.

\* Efficiently deal with any unexpected issues that may arise

\* Ensure proper flow of Cocktail Hour food and drinks

\* Encourage guests to take their seats at the appropriate time

\* Help guests locate their escort cards and dining tables

\* Locate Couple and wedding party and instruct them to stay to the side of main dining room until they receive cue for their introduction

\* Notify band, DJ or designated emcee when the majority of guests have found their tables and Couple and wedding party are ready to be introduced

\* Notify band/DJ, photographer, videographer and immediate family members of the Couple when important events take place at your reception (i.e. first dance, parent dances, cake cutting, and toasts)

\* Cue designated people for toasts

\* Know the catering service's schedule, and help ensure that guests are served at the appointed time

\* Collect gifts, cards, guest book and other valuable items and put them in a pre- determined area at Coordinator end time

 \* Base consulting fee $2,500 (80 hours of consulting/planning service)(does not include travel, lodging, ceremony/reception décor set up etc. See contract for further detail)

​\* The Wedding Angel requires a 50% non-refundable deposit to hold your wedding

date on our calendar, with the additional 50% due 3 months before your wedding.

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