

Basic Day of Package starting at *$1,500*

This package is for brides and grooms who want to do most of the planning themselves, but when their wedding day arrives, they need a professional to carry out plans taking the stress off of them and their family members. Volunteer family members may feel overwhelmed trying to make sure that everything is done so that the event runs smoothly.

**Complimentary consultation**

* Up to two hours of face-face planning meetings
* Review vision for wedding and reception
* Review theme, color choices and décor needs
* Unlimited phone and email communication during the ***month*** leading up to the wedding

**Four Weeks Prior to Wedding Day**

* Meet with bride and groom to discuss the timeline and go over any arrangements that have previously been made with vendors.
* Collect names and numbers of people in the wedding party, family members and vendors and other important name/numbers

**Two Weeks Prior to Wedding Day**

* Discuss timeline and review all vendor details
* Complete walk-through of ceremony and reception site

**One Week Prior to Wedding Day**

* Confirm final details with vendors/venue prior to wedding day. Make sure that all vendors have ***The Special Events Planner*** contact information.
* Send vendors a copy of the final timeline and make sure they have directions to the ceremony and reception locations.
* Review design elements, placement, diagrams for rentals and decor

**Rehearsal**

* Work with wedding officiator to choreograph wedding ceremony, processional and recessional
* Alert wedding party as to where they need to be the following day, and at what time
* Confirm photographer schedule of key photos with family
* Determine what hand signals to cue music

**Pre-Ceremony**

**At brides “getting dressed” location:**

* Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely fashion
* Coordinate any food deliveries and set up and clear all meals
* Make sure personal flowers i.e. bridal bouquet, bridesmaid’s flowers and father of the bride’s boutonnière arrive on time
* Distribute wedding party flowers
* Make sure photographer arrives on time and has a “must shoot” list
* Gather bride, bridal party and immediate family for photos
* Call out names on “must shoot” list for photographer
* Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony
* Provide an Emergency Wedding with such items as stain sticks, hairspray, safety pins, a sewing kit, scissors, Static Guard, deodorant, straws, Band-Aids, snacks, and many other things you may need on the wedding day
* Communicate with best man to make sure groom is getting dressed and on-time
* Make wedding party aware of any last minute details
* Communicate with transportation driver and maid-of-honor/best man while bridal party is on the way to the ceremony location

**Ceremony**

* Set up programs and other ceremony items i.e. guest book, unity candles,
* Ensure that ushers/groomsmen arrive on time and are ready to pass out programs
* Ensure that personal flowers i.e. flower girl bouquet and groomsmen boutonnières have arrived at ceremony location
* Alert ushers/groomsmen as to when to begin escorting guests to their seats and remind them as to how to be a “proper” usher
* Ensure that ceremony musicians have arrived and direct them as to where to set up
* Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music. Review what hand signals will used to cue musicians
* Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
* Communicate with bride and groom so that they know how much time remains before the start of the ceremony
* Handle any emergencies that may arise
* Line up the bridal party for their entrances down the aisle
* Cue ceremony musicians when bridal party is ready to begin processional
* Gather family and friends for after ceremony photos

**Prior to Reception**

* Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer
* Make sure reception flowers/décor is set up according to specifications
* Ensure that all arrangements are set up properly and troubleshoot as needed
* Meet with catering staff to confirm food timeline
* Set up guest book and pen, champagne flutes, cake cutting utensils

**Reception**

* Ensure proper flow of cocktail hour food
* Look over dining tables and make sure they are set up properly
* Along with catering staff, encourage guests to join bride and groom for dinner at the end of cocktail hour
* Help guests locate their assigned dining tables, if applicable
* Locate bride and groom and instruct them to stay to the side of main dining room until they receive cue for their introduction and first dance
* Cue band when the majority of guests have found their tables and bride and groom are ready to be introduced
* Cue band, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting, toasts and parent dances
* Cue best man and father of the bride when they are about to be announced for toasts
* Alert catering staff to pour champagne just before the toasts
* Be aware of timing of catering service and make sure people are served promptly
* Distribute final payments/gratuities to vendors at the end of the evening if required
* Prevent & fix any problems that may arise during your event
* Remain easily accessible through the entire event in case there are any details you would like attended to
* Set up favor table towards the end of the evening
* Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to a family members car at the end of the night
* Coordinate reception departure transportation

**After Event**

* Coordinate clean-up crew (clean-up crew team is additional charge @ $10/hr/person)
* Collect any personal items or wedding gifts for bride and groom to be secured in a vehicle or handed to family
* Make sure family takes any wedding cake or items for the bride and groom with them

**Other Stand Alone Packages**

* Complete wedding design and budget construction-$5000
* Advice and Counsel only-no planning or coordination ($250)
* Venue/ tables and décor design and set-up only using rentals and flowers purchased($750)

**Add on with Day of Package**

* Décor/theme development and design consulting $250
* Rehearsal dinner planning and coordination- $600
* Selecting invitations, programs, vows and addressing and mailing save the dates and invitations $250
* Delivery and pickups $45/hour
* Table and décor set-up of rentals/flowers/props with day of service package ($650)
* Additional set-up or clean-up crew-$15 pp/hour if needed/required

**Event Services** (by quote)

* Bartenders
* DJ /entertainment
* Event Make-up or hairstyling
* Photography and Videography
* Florist
* Wedding Officiant
* Rentals
* Chauffeurs and car rentals

***Das VW Fotoface –you drive the photos, not the bus☺***

 **The Love Bug** (3 hours) $885

* A vintage 1969 Westphalia Photo Booth
* Unlimited photo strips
* Ability to send photos to email/text
* Full selection of props including vintage hats and chairs
* Digital Copies

**Note for bookings with a wedding package a 15% discount is applied**

The Special Events Planner

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