

cyr celebrations

WEDDING PLANNING AND DESIGN

MANAGEMENT SERVICE

INVESTMENT OPTIONS

Guest count 80-135: \$800

Guest Count 136-185: \$925

Guest Count 186-250: \$1,150

Guest Count 251-350: \$1,300

Guest Count 351+: \$1,500



"BECAUSE IN YOUR DREAMS, EVERY DETAIL MATTERS"



MANAGEMENT

"DAY-OF" COORDINATION

You have all your details in place! You picked your colors, booked the venue, selected your vendors and said yes to the dress! The journey is just about complete. But as the countdown continues you realize now you just want to relax, get your hair and makeup done, have your bridal / bachelorette party and have some fun. You are ready to hand over your bridal planner notebook.

We will take over at your 8 week countdown and ensure everything you have decided, selected, opted for and booked will follow through seamlessly. Our staff will go over every detail and communicate with every one needed to create the final blueprint to produce the wedding you planned for.

PRE-WEDDING

- A two (2) hour status/update meeting ½ way through your wedding planning process
- A two (2) hour final/logistical meeting 3-4 weeks before your wedding day
- A one (1) hour final walkthrough of your venue to finalize your detailed and personalized set-up and design
- Custom design of stationary suite, printing costs may apply
- Confirmation of all final details and schedules of vendors
- Creation of your minute by minute wedding day schedule/timeline
- Creation of a detailed floor plan
- Analysis of all vendor contracts/invoices
- Vendor referrals from Preferred Vendor List
- Unlimited communication via call/text/email
- Coordination of Ceremony Rehearsal 1-2 days before wedding date

DAY-OF

Assistant One will stay with the bride:

- Helping the Bride dress into her gown and train
- Management of the transportation
- Accompanying the wedding party to the ceremony site
- Preparing the wedding party for the processional
- Pinning boutonnieres and corsages for honored guests and wedding party
- Preparing the Bride before she walks down the aisle
- Ensuring that all of the finishing touches, no matter how small, are completed to your satisfaction.

Assistant Two-Five oversees reception site set up:

- Receiving deliveries and greeting/supervising vendors
- Overseeing and/or decorating reception site (unity candle, pictures, box top of wedding cake, guest book, toasting glasses, cake knife, favors, place cards, escort cards, table numbers, menus) and box up items at the end of event (if you do not see an item you need set up, please inquire before booking for any additional fees it may cause)
- Ensuring the scheduled timeline is followed
- Distributing final payments and/or gratuities to all of your vendors
- Placing of reception/place cards, favors, etc.
- Ensuring that any special requests made from your guests are granted (i.e. food allergies, highchairs)

CEREMONY

- Overseeing and/or decorating ceremony site
- Assistance with corsages, boutonnieres, flower girl's basket, etc.
- Assistance with processional
- Cuing of DJ/Band, photographer, videographer, etc. in accordance of the timeline
- On-site assistant from beginning to end
- Gathering wedding party and family members for pre or post ceremony photos
- Breakdown and packing of all personal belongings from ceremony site

RECEPTION

- Greeting your guests as they arrive for cocktail hour and assisting them with their needs
- Bustling your gown
- Preparing your bridal party for their grand entrance
- Coordination with the DJ/band, photographer, videographer, caterer, etc. in accordance of the timeline
- Distribution of final payments/gratuities as needed to vendors
- Transportation of boxed up personal items to WDDM's vehicle

POST WEDDING

- Packing of wedding items (i.e. Disposable cameras, guest books, toasting glasses, top layer of your cake and your gifts, guest books, toasting glasses)
- Return of small rental items (to be discussed)
- Collecting and packing the items from your wedding (i.e.)

Because accidents can happen, our team always travels with an emergency bag containing many necessities... and you are never charged for borrowing from it!

Additional Charges:

- Mileage in excess of 50 miles from Taunton, MA: \$50.00
- Drive time over 1 ½ hrs from Taunton, MA: Overnight accommodation
- Overtime (over allotted 8 hours): \$100.00/hour

