**S.o.S Package**

**~Full Service Wedding Planning and Coordinating~**

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##### ***S.o.S to the RESCUE…we are the anchor to keep you GROUNDED!***

**Before the Vows (Planning)**

* + In person initial consultation with the bride and groom (up to 1 hour)
	+ Unlimited professional support and advice via phone, email or in person
	+ Wedding website setup and management (Zola)
	+ Assist/recommend wedding email address
	+ Assist with managing budget
	+ Prepare a schedule/timeline and checklists
	+ Venue research for ceremony, cocktail hour, and reception (Up to 6)
	+ Assist with selecting and booking an officiant for the ceremony
	+ Assist with selecting a color scheme, theme and style of the wedding
	+ Assist with the design, arranging the printing and mailing out of the invitations
	+ Track RSVPs of attendees
	+ Attend Gown and Tuxedo Fitting
	+ Assist with selection of bridal party wedding attire and accessories
	+ Find, negotiate with and book vendors to stay within budget (e.g., florist, photographer, videographer, DJ, caterer, transportation, rentals, entertainment and etc)
	+ Assist with seating chart
	+ Research accommodations for out-of-town quest
	+ Attend food and cake tasting
	+ Host a meet and greet event for bridal party (at an agreeable location paid by attendees)
	+ Finalize details and delivery times with vendors

**Almost There (Month Prior)**

* + Site walk-through of ceremony and reception location
	+ Review vendors contracts and confirm services
	+ Review timeline of wedding day

**To Have and to Hold (Day of Coordinator)**

* + Distribute final payments to vendors
	+ Serve as main contact for vendors
	+ Prepare itineraries, seating list, name plates
	+ Attend and facilitate wedding rehearsal (up to 2 hours)
	+ Instruct attendants about their duties
	+ Direct the processionals, recessionals and receiving line
	+ Distribute flowers to the bridal party
	+ Coordinate the collection of gifts received on the wedding day
	+ Direct events according to the wedding timeline
	+ Manage last-minute changes
	+ Greet wedding guests and answer any questions/concerns
	+ Assist with seating guest during the reception
	+ Access to S.o.S wedding emergency kit (Band-Aids, sewing kit, pain reliever etc.)
	+ Set up bride and grooms personal items (flutes, guest book, cake cutter, favor placement, card box, etc.)
	+ Ensure wedding stays on schedule to include wedding toast and speeches
	+ Communicate delays with wedding party, vendors, officiants and etc.
	+ Provide a stress free day for the bride and groom

##### **COST:** **$2,000 ($2,300 Value)**

A la Carte:

Before The Vows and Almost There: $600

Almost There and To Have and to Hold: $1,700

Inquire about Last Minute Coordinator (30 days or less until I do)