

Services Available for Additional Fee:

*Creation and maintenance of guest database
Assembly, addressing and mailing of invitations
Reception place cards and table menus
Creation and assembly of wedding favors
Wedding program design and layout
Welcome gifts for guests at host hotel
Return of rented attire/equipment
Assistance with Thank You notes*

*Wedding by That Special Touch Events
888.327.0008 ext. 2
tstevents@yahoo.com
www.tstevent.com*

Weddings

by That Special Touch Events

*"Day of Coordination
Services"*





*Congratulations . . .
You're Almost There*

We know that the last few months of planning can be a stressful time for the Bride-to-Be as she puts the final touches on her wedding day.

Weddings by That Special Touch Events can provide "Day of Coordination" services that will help you remain "stress free".

We are here to help you make this the best day of your life!



*Call Us Today
By Appointment Only*

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*We look forward to giving your
Wedding Day
"That Special Touch"*



Day of Wedding Coordination Services
Starting at \$850

Pre-Wedding Planning

- Initial consultation to discuss event details and vendor list up to 2 weeks prior to wedding date.*
- Assistance with styling décor for ceremony and reception.*
- Liaison between client and vendor for confirmations and event activities on wedding day.*
- Vendor contract review for final payment policies.*
- Walk through and finalization meeting with client at ceremony and reception venues.*
- Organize vendor delivery schedule and confirm 1 week – 3 days prior to wedding date.*
- Wedding rehearsal assistance if needed*
- Written itineraries for Bridal Party.*
- Vendor recommendations if needed.*

Wedding Day Management

- Provide 2 planners (1 lead & 1 assistant) for wedding day.*
- Arrive at ceremony/reception venues 2 hours prior to wedding to oversee set-up, décor and deliveries from vendors.*
- Assist Bridal Party, Bride and Groom, Parents as needed.*
- Execution of Wedding Day activity timeline prepared by client and planner.*
- Liaison for bridal party, guests and vendors during Wedding.*
- Breakdown and clean-up after ceremony & reception.*