

# RJP

## *International Event Planning*

### **Wedding Day Coordination**

*Our “Month of Wedding” package is designed for the bridal couple who has taken care of most of the planning themselves, yet they would like assistance with the last minute details, a review of all of their contracts to ensure vendor compliance, and complete coordination of their wedding day and rehearsal.*

- ⌘ We meet with you four (4) to six (6) weeks prior to your wedding to discuss your wishes and desires and obtain a clear understanding of your vision, goals, and requirements for your wedding day (1.5 hour consultation).
- ⌘ Be available to consult with you on any last minute details during the weeks prior to your wedding.
- ⌘ Create diagrams and floor plans for your reception site.
- ⌘ Develop a detailed wedding day itinerary and distribute it to your wedding party and vendors.
- ⌘ Obtain copies of all vendor contracts from you to ensure all items and services you contracted for are provided the day of.
- ⌘ The week before your wedding, contact every one of your vendors to confirm delivery dates, times, locations, and services contracted for.
- ⌘ Relay final headcount to appropriate vendors (reception site, caterer, Rental Company, etc.)
- ⌘ Coordinate the wedding rehearsal to ensure all participants understand their responsibilities and are aware of the flow of the ceremony.
- ⌘ Coordinate all vendor set-ups at the ceremony site to ensure your vision is implemented properly.
- ⌘ Oversee all details before and during the ceremony, including:
  - ⌘ Placement of the guest book, programs, and altar items
  - ⌘ Review with the ushers the guests to be seated in reserved rows
  - ⌘ Ensuring all bouquets, corsages, boutonnieres, and flower girl baskets are distributed properly
  - ⌘ Line-up of the wedding party
  - ⌘ Cueing the musicians
  - ⌘ Gathering wedding party and family members for pictures as needed
  - ⌘ Distribute final payments and/or gratuities to musicians, officiant, etc.

#### ***Oversee all details before and during the reception, including:***

- ⌘ Develop a vendor set-up schedule as part of the wedding day itinerary and distribute to all vendors.
- ⌘ Supervise all vendor set-ups and act as your spokesperson to ensure all of your wishes are achieved.
- ⌘ Ensure tables and stage areas are set up according to your floor plan.
- ⌘ Ensure the guest book, gift, place card, and cake tables are placed and decorated appropriately.
- ⌘ Place favors, table runners, disposable cameras, etc... on guest tables.
- ⌘ Coordinate with the DJ or Master of Ceremonies to ensure your reception flows smoothly from start to finish and follows given timeline (announcement of your arrival, first dance, toasts, cake cutting, bouquet toss, etc.)
- ⌘ Coordinate with photographer to ensure any specific pictures you require are taken.
- ⌘ Distribute final payments and/or gratuities to musicians, caterer, photographer, etc.
- ⌘ Secure all gifts with caretaker of your choice.
- ⌘ Assist you and your families with any matters that may arise.
- ⌘ Greet any guests that may arrive late.

***Package Starting at: \$1,000 ~ depending on size of wedding, logistics and possible need of an assistant***

