



Congratulations on your upcoming wedding!

Wedding planning can be overwhelming, we want to help make your special day truly memorable and stress-free. We offer packages to fit each couple's needs, from start to finish planning, day of coordination, or we would be happy to customize one for you. On the next few pages, you will see the details for our wedding packages.

- ❖ It's about time! (Day of Coordinator)
- ❖ Time flies! (Wedding Coordinator)
- ❖ Time of your life! (Wedding Planner)

Some of the services we provide include, in person venue walkthrough, creating a personal detailed wedding day timeline, virtual meetings to confirm wedding details, greeting vendors upon arrival, and confirming set up location as well as hands on clean up at the end of the night.

We are with you from the time the doors open until the last guest leaves, ensuring everything runs smoothly and on time.

We look forward to meeting you and making your wedding day special!

Tessa & Heather

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It's about time!

Day of Coordinator

We help with the little things a couple shouldn't have to worry about on their wedding day. This package gives you the gift of enjoying your own wedding!

Leading up to the Wedding

- Consultation before your wedding day
- One venue walk through to discuss layout & reception details
- Creation of a comprehensive timeline from the start of your day until the last guest leaves
- Unlimited texts and emails before the wedding
- Virtual meeting week of your wedding to discuss last minute details

On Your Wedding Day

- Partner with venue manager
- Comprehensive day of coordination
- Act as command central for vendors, guests, and wedding party
- Vendor assistance and direction with load in
- Act as a liaison between the wedding party and the vendors to ensure great communication
- Work with venue to ensure a smooth transition between ceremony, cocktail hour & reception
- Direct guests to ceremony site
- Ensure bridal party runs on schedule and assist with an on time start
- Orchestrate ceremony line up and cue ceremony music
- Move any ceremony decor to the reception
- Coordinate starting of speeches, cake cutting, first dances, etc.
- Attend to guests' needs
- Help keep the reception area clean
- Access to the event planning emergency kit to solve any unexpected problems
- Ensure gifts & cards are given to trusted family or friend
- Disbursement of all vendor gratuities and final payments
- Assist with Tear Down

*For an additional fee, time can be added for assistance at the venue to help with the rehearsal ceremony.

Time flies!

Wedding Coordinator Package

This package is great for couples who planned all the details on their own but want assistance with vendors and keeping things on track leading up to the wedding.

Leading up to the Wedding

- In depth consultation at least 4 weeks before your wedding day
- Assistance finalizing caterer, décor, and logistics as needed
- Triple confirmation of vendors
- Finalize your unique ideas to add to those special touches to your day
- Assist with rehearsal
- Detailed walk through on setup day
- One venue walk-through to discuss layout & reception details
- Creation of a comprehensive timeline from the start of your day until the last guest leaves
- Unlimited texts and emails before the wedding
- Virtual meeting week of your wedding to discuss last minute details

On Your Wedding Day

- Ensure vendors have arrived on time, run interference if they will be arriving late
- Vendor assistance and direction with load in
- Set up of special personal event decor including centerpieces, favors, escort cards, menus, guest book, etc. for DIY brides
- Corral family and bridal party for formal photographs to maximize photographer time
- Coordinate Grand Entrance
- Partner with venue manager
- Comprehensive day of coordination
- Act as command central for vendors, guests, and wedding party
- Work with venue to ensure a smooth transition between ceremony, cocktail hour & reception
- Direct guests to ceremony site
- Ensure bridal party runs on schedule and assist with an on time start
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Time of your life!

Wedding Planner

This package is ideal for the couple who wants planning services from start to finish. Maybe you're unsure where to start or just simply too busy to plan. This package guides you through the wedding process while capturing the details that will make your wedding day feel customized and special to you!

Leading up to the Wedding

- Unlimited planning time which can include but not limited to:
 - ✓ Wedding Concept & Design Assistance
 - ✓ Vendor Referrals
 - ✓ Catering and Menu Selection
 - ✓ Music and Entertainment Selection
 - ✓ Beauty/Makeup Selection
 - ✓ Photography/Videography Selection
 - ✓ Accommodations Search, Selection
 - ✓ Transportation Search, Selection
- Wedding planning timeline preparation and creation of wedding checklist
- Detailed review of vendor contracts including organization of agreements, vendor contact information, invoices, payment due dates, and reminders for balances due
- Designing wedding favors and welcome bags
- Rehearsal Attendance & Assistance
- Coordination of rehearsal dinner & post wedding brunch
- Assistance during setup
- Assistance finalizing caterer, décor, and logistics as needed
- Triple confirmation of vendors
- Finalize your unique ideas to add to those special touches to your day
- One venue walk-through to discuss layout & reception details
- Unlimited texts and emails before the wedding
- Virtual meeting week of your wedding to discuss last minute details

On Your Wedding Day

- Ensure vendors have arrived on time, run interference if they will be arriving late
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