



Everlasting Affairs

DAY OF WEDDING COORDINATION



- Unlimited phone calls and emails
- Ongoing phone calls, emails and meetings with vendors necessary at least 1 month before coordinate the final details
- Advice on wedding traditions, etiquette and protocol
- Development of floor plan and seating chart for wedding day

- On Site meeting to walk through the ceremony and reception space
- Planning of ceremony and reception schedules, processional and recessional
- Creation and distribution of BEO (Banquet Event Order) with all wedding details and itineraries to vendors
- Creation and execution of detailed timeline
- Run the rehearsal on the day before the wedding

On the day of the wedding we will provide . . .

- Detailed wedding day timelines for wedding vendors, venue and banquet staff
- Set up of aisle runner, programs, etc. at the ceremony site with vendors
- Overseeing set up of ceremony and reception area, including chairs, tables, linens, centerpieces, etc.
- Set up of guest book, décor, place cards, menus, candles, favors, etc. at reception site
- Supervision of all vendor delivery and set up on day of wedding at ceremony and reception site, as well as any interference needed
- Behind the scene event management and troubleshooting, including our Wedding Day Emergency Kit
- Coordination and timing of ushers, attendants, bride and groom
- Bustling of the wedding gown if needed and arrangement of refreshments upon couple's arrival to reception
- Coordination of entertainment and all announcements of events (entrances, first dance, dances with family, champagne toasts, cake cutting, bouquet toss, etc.)
- Distribution of final payments and gratuities to the necessary vendors
- Any and all troubleshooting necessary to ensure the day runs smoothly
- Packing up of wedding gifts and all personal items at the conclusion of the event

Please note the tasks in this package are not limited to this list but includes all of the below

www.everlastingaffairs.com

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