

Team Classie Menu

"Classie Entertainment Agency"

Wedding Coordinator(s)

Consultation & Review

\$800

- 1) Two weeks pre wedding/event day, review all wedding|event day details with the bride and groom or event coordinator.
- 2) Create a timeline in preparation for wedding/event day.
- 3) Contact and confirm all booked vendors are properly prepared for wedding/event day expectations and responsibilities.
- 4) Provide vendors with contact information, set up locations and itinerary for on-site Day Of Coordinator team.
- 5) Unlimited email counseling and suggestions, starting two weeks prior to wedding/event day
- 6) Resolve any immediate concerns.

Wedding "Day Of Coordinator(s)"

Diamond Package ****SPECIAL****

\$13,550

Pre-Wedding

Two weeks prior to wedding meeting with bride and groom to review all wedding details

Wedding day timeline created

Confirm all vendors | Provide vendors with contact information, set up locations and itinerary

Create Bride and Groom Wedding Blog for all guest to communicate

Wedding Rehearsal

In-person Venue Walk Through with professional wedding coordinator

Assist with any layout suggestions for wedding day, cocktail Hour and Reception

Organize and direct rehearsal

(Continued)

Diamond Package *SPECIAL*** (Continued)**

Wedding Ceremony

Confirm all vendors arrive on schedule and have timeline (photographer, floral, transportation, officiant, decor designers, chair vendors, musicians, DJ, etc)

Direct vendors to set up locations

Direct guest to ceremony area and seats according to seating charts (if applicable)

Distribute flowers, bouquets, and pin corsages and boutonnieres

Communicate any last minute details necessary parties or vendors

Assist Bride and bridal party to ceremony area

Assist Groom and grooms men to ceremony area

Que DJ or Live Band to play specific music as envisioned throughout ceremony

Assure planning runs exactly as envisioned

Cocktail Hour

Direct guest to cocktail hour location

Que DJ or Live Musician

Reception

Provide guest with

directions to the reception

Que DJ or Live Musician

Direct Bridal Party For

Grand Entrance

Que First Dance

Que Cake Cutting

Que Guarder toss

Que Bouquet toss

Que Toasts

Que Grand Exit

Reception Conclusion

Package all gifts and ceremony items at the end of the night and load them in the designated location.

Assist venue staff with set up according to layout instructions.

Set Up / Breakdown

First to arrive and the last to leave

Assist venue staff with general set up layouts

Set up all ceremony items including programs, unity candles, aisle runners, etc.

Set up all reception items including seating cards, cake toppers, cake cutting, placement cards, gifting table, sparklers guestbook and more.

Assist venue staff with general clean up

Rates increase for major holidays. Please contact us !! | p: 404- 590-0339