

Everlasting Affairs



- Creation and execution of detailed timeline
- Running of the rehearsal prior to the wedding day

On the day of the wedding

- Setting Up of Aisle Runner, Programs, and Misc. Ceremony Details
- Overseeing set up of ceremony & reception areas including chairs, tables, linens & centerpieces
- Setting Up of Guest Book, Décor, Place Cards, Menu Cards, Candles, Favors, Etc.
- Supervision of all vendor deliveries and set up at both ceremony and reception sites
- Behind the scenes event management and troubleshooting, including our Wedding Day Emergency Kit
- Coordination and timing of ushers, attendants, parents, and bride & groom

Day-Of Coordination

- Unlimited Phone Calls & Emails
- Ongoing phone calls, emails and meetings with vendors at least 1 month before to coordinate the final details
- Advice on wedding traditions, etiquette and protocol
- Development of floor plan and seating chart for your wedding day
- At least 1 on site meeting to walk through the ceremony and reception space
- Planning of ceremony & reception schedules, processional & recessional
- Creation and distribution of BEO (Banquet Event Order) with all wedding details & itineraries to vendors
- Bustling of wedding gown if it is needed
- Arrangement of refreshments & hors d'oeuvres upon conclusion of the ceremony and throughout cocktail hour for the couple
- Coordination of entertainment and all formalities throughout the reception (entrances, first dance, cake cutting, parent dances, toasts/speeches, bouquet toss, etc.)
- Distribution of any and all final payments and gratuities to necessary vendors
- All day-of troubleshooting to ensure flow and smoothness of the day
- Packing up of all wedding gifts and all personal items towards the conclusion of the event into designated vehicle

www.everlastingaffairs.com

860-874-3552

info@everlastingaffairs.com

Images shown were captured by White Pear Photography