



Love

WEDDING COORDINATION
PACKAGE

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FLAWLESS WEDDING ASSURANCE PACKAGE:

The package is designed for the couple who has planned every intricate detail of their special day but would prefer to have a wedding professional coordinate, organize, and implement their vision the day of.

PACKAGE INCLUDES:

LOGISTICAL DETAILS & PLANNING PROCESS-

- Initial consultation: wedding analysis, budget and package plan outline
- A FWE planner: available via email or phone throughout the process
- Assistance with completing the wedding planning process and design concept
- Subsequent Venue walkthrough

VENDOR ASSISTANCE-

- Contacting vendors 2 months prior to wedding date for an introduction
- Reviewing and proofing BEO (banquet event order) provided by the catering manager
- Confirming all vendor orders and quantities of rental items
- Contacting vendors to confirm arrival and departure times 1 week prior to the event date
- Creating and distributing custom timeline to all confirmed vendors

REHEARSAL (up to 2 hours the day before event)

- Assist officiant and coordinate ceremony rehearsal with bridal party and family

DAY OF EVENT (including but not limited to 8 hours)

- Provide 1 event specialists to assist the lead coordinator for onsite coordination and management of entire wedding
- Meet vendors at the venue and receive deliveries
- Manage banquet staff with set up and compliance of floor plans
- Assist with set up (seating cards, menus, favors, guestbook, gifts, etc.)
- Direct ushers regarding seating and program distribution
- Ensure all the finishing touches are completed and vendors have provided services outlined in their contracts
- Coordinate ceremony logistics with officiant
- Confirm songs, timing and cues with band/DJ for ceremony & reception formalities
- Attend sound check with band musicians or DJ
- Pack gifts and specialty items
- Handle final payments and gratuities to vendors
- Have “wedding emergency kit” on hand