



Twilight Wedding Day Management

This plan is best for couples who need assistance during the last two months of their wedding planning (the busiest time). You've put in so much work, so I am super excited to help you finalize your plans, timeline, and the last little details to bring your wedding vision to life!

After your initial consultations, **6-8 weeks before your wedding**, I will help you complete unfinished wedding plans, like your timeline and vendor details. On your wedding day, I will be the direct line of communication for family, the wedding party, guests, and vendors. I will conduct the ceremony and reception according to your specifications, ensuring a stress-free and flawless day!

Below is what you can expect from us as we prepare for the best day ever! Please highlight any areas that you won't require or want to discuss in further detail. And take note of some arrangements that you've made that are not listed. I want to make sure we capture everything!

Pre-Wedding

- Initial Consultation 6 - 8 weeks before the wedding date to understand Bride & Groom's vision for their wedding day.
- Unlimited phone and/or email communication.
- Walk-through of wedding and reception venues.
- Help the Bride & Groom create a wedding day timeline.

- Confirm all vendor arrangements and provide a prepared wedding day schedule to each.
- Final review with Bride & Groom of scheduled events week of the wedding.
- Conduct wedding rehearsal.
- One assistant coordinator.

Ceremony

- **Arrive at the ceremony site 2 -3 hours before the ceremony starts.**
- Check the entire set-up of the Ceremony & Reception sites against plans to ensure the accuracy of the layout & floorplans.
- Set Up any items that are not provided by location and venue management.
- Distribute all Bridal Party flowers when they arrive.
- Assist with the first look.
- Confirm possession of rings before the ceremony.
- Coordinate with the photographer and videographer to confirm the schedule of events so they capture all the special shots.
- Coordinate with the Officiate to reiterate plans confirmed at rehearsal.
- Coordinate & cue musicians.
- Distribute ring pillows, flower baskets, and all personal items to appropriate people.
- Complete the final site check for VIP seating, spacing, and flowers.
- Distribute any items to guests on behalf of the couple for the recessional (rice, bubbles, sparklers, etc.)
- Organize processional and seating of VIPs.
- Close off all entrances to the ceremony area after the bride's processional.
- Direct guests to the cocktail area after the ceremony.
- Transfer guest book or sign-in table items to the reception.
- Collect all personal & ceremony items for safekeeping.

Cocktail Hour

- Check location for correct set-up of tables
- Check signage for the event
- Set up a Guest Book, Sign-In table, or Signature Frame
- Distribute personalized cocktail napkins to Bars
- Arrange for gifts to be moved from the ceremony.
- Arrange for Guest Book or Sign-In table items to be moved.
- Arrange all seating cards or seating charts at the designated space.

Reception

- Deliver all items to Reception (cake topper, knife/server, glasses, place cards, napkins, etc.)
- Check location for correct set-up, numbers of tables, sizes, etc.
- Check with the location manager to complete final chair counts.

- Review the wedding schedule for food service to the Banquet Captain.
- Review Wedding Schedule with Band emcee/DJ.
- Review all Announcements of the Bridal Party with the Emcee (pronunciations, order of entrance, song choice, etc.)
- Oversee transfer of flowers from ceremony to reception.
- Check the Bridal Table and Cake Table for all required items.
- Put out Place Cards for VIP guests (Bridal Party, Parents, etc.)
- Direct all guests from the cocktail location to the reception.
- Greet guests on arrival, and direct guests to their tables.
- Line up all Bridal Party attendants for announcements into the reception.
- Maintain and coordinate timeline for all special events throughout the reception.
- Cue the Bride and Groom, Best Man, and Parents for all special events throughout the reception.
- Coordinate couple's to-go meal per catering contract.
- Pack up all personal items and gifts and turn them over to the person as directed by the couple.
- Arrange for all items to be taken to a room or a designated location.
- Collect all décor items at the end of the evening and return to the location manager and/or return any rented items.
- Distribute tips and final payments.

Relax and enjoy your day.

*We will manage all the details for you so you can focus on enjoying your friends, family,
and each other.*