



## Full Service Wedding Coordination

- Contact and reserve appropriate professionals to service your wedding. If your schedule does not allow for actual vendor meetings due to being out of town or your schedule, we will design the wedding based on our discussions regarding your budget, color and style preferences.
- **Vendor selection to include:**  
Floral, catering, photography, videographer, ceremony music, linens, officiate, ceremony site, reception site, lighting, reception music, invitations, bakery, and décor.
- Contact and reserve the services of venue, caterer, photographer, florist and linen.
- Assist with music selections for the ceremony and reception. If couple is available to attend their vendor meetings, then coordinator's meeting attendance will vary and include floral, catering, linens, reception site and décor.
- Regular e-mail reminders on wedding tasks that still need to be completed
- Discuss different room layout options for the ceremony and reception

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- Coordinator and assistant are on site a minimum of two hours prior to the wedding for final details, dressing and flower distribution. More time may be required based on specific design requirements and any venue restrictions or challenges. More staff may be required at coordinator's discretion and is payable at \$25/hour per assistant.
- Check with attendants and confirm removal of all personal items from ceremony site bridal room.
- Confirm with Best Man and Maid of Honor on transporting Bride and Groom's luggage/personal items.
- Gather centerpieces and remaining decorations.
- Oversee vendor cleanup and load out.
- Return cake accessories and any rental items.
- Coordinator available on the wedding day for up to 12 hours. Assistants available as needed for setup/clean up.
- Create a detailed wedding budget.
- Attend up to five vendor meetings within the Hill Country area.
- Provide couple information on obtaining marriage license.
- Assistance with selecting gifts for bridal party and family.
- Suggest a variety of ideas for centerpieces.
- A checklist to keep you on target and when you should be focusing on your planning tasks.
- Manage guest list and RSVPs.
- Help address and mail Save the Date magnet or postcards.
- Track Vendor Payments.
- Follow – Up with phone calls to vendors, regarding information detailed on weekend agenda.
- Client consultation to outline expectations, provides preferred vendors and referrals, complete timeline and finalize any unfinished details.

- Create a wedding weekend schedule for vendors, family and bridal party.
- Designate responsibilities for taking home gifts, cake toper, bridal portrait, and keepsakes
- Confirm vendor's arrangements two weeks prior to wedding. (Bride to provide the Names and Phone numbers to all vendors.
- Consult 2 weeks before the wedding to finalize all details.
- Visit wedding venue 1 to 2 weeks prior to wedding date to do a final review with vendors and venue staff (In and around Hill Country).
- Check in with bride and groom 2 - 3 days prior to wedding to review rehearsal and wedding day schedules if needed.
- Rehearsal (2 hours allotted)  
Coordinate wedding rehearsal if needed.  
Perform a final review with officiate and music vendor.
- Distribute itineraries and duties to wedding party and vendors. Become their main point of contact.
- Collect and distribute final vendor payments and gratuities (payments to be in an envelope and sealed) Day of Wedding.
- Arrive 2 hours prior to ceremony to assist the bride and bridal party with getting ready.
- Help instruct ushers or groomsmen on how to seat and escort the guests for the ceremony.
- Direct placement of the floral arrangements, Cake and or centerpieces prior to ceremony.
- Confirm location of wedding rings and secure their correct placement.
- Ensure proper line up and timing for the bridal party.
- Confirm signing of marriage license by officiates and witnesses before the end of the event.

- Take bouquets from ceremony to reception site (if needed).
- Set up items to be used by bride and groom (Toasting glasses, cake-cutters, servers, etc).
- Maintain prior-negotiated timeline of ceremony & reception.
- Serve as band/DJ's main point of contact for proper cues (1st Dance, bouquet and grader toss, Big entrances, toasts, cake cutting, etc).
- Assist in preparing take away food and beverage for bride and groom to take from the reception site.
- Top of wedding cake preserved for anniversary.
- Distribute send off items to guests before departure.
- Help direct and distribute wedding favors to guests.

*Package Total*

\$2500.00

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