



Day of Wedding Service:

Grace Package: \$2,500

Specific Services Provided:

Meet with Bride on the following schedule:

- 1st Meeting: Discuss vendors needed and provide proven vendor recommendations after the signing of the contract
- 2nd Meeting: Three months prior to the wedding date
 - Discuss ceremony and reception structure
 - Discuss ceremony music
 - Discuss selection of the ceremony programs and wording of programs
 - Provide information on obtaining marriage license
- 3rd Meeting: Attend final wrap up meeting
- 4th Meeting: Two weeks prior to wedding date (confirm all details)

Pre-Wedding Tasks:

- Review signed contracts and assess the arrangements made and identify any deficiencies
- Create a comprehensive pre-ceremony, ceremony and reception itinerary
- Contact the bride's wedding professionals
 - 1st Contact: Introduction
 - 2nd Contact: Review specifics regarding the wedding
 - 3rd Contact: Provide ceremony and reception itinerary
 - 4th Contact: Confirm all details the week of the wedding
- Provide answers to questions via email during the wedding planning process
- Attend rehearsal (1 1/2 hours of time at the ceremony site)
- Direct Rehearsal if allowed by the minister and/or church (will coordinate this or assist them during the rehearsal)

Wedding Day:

- Meet industry professionals at ceremony and reception site with their deliveries for set up
- Execute all ceremony plans and details with vendors
- Oversee and coordinate ceremony details
- Pin flowers on attendants and distribute bouquets
- Distribute remaining payments to industry professionals (if not previously paid)
- Distribute tossing items to guests for the bride and groom grand exit
- Supervise reception and coordinate details for reception, two staff members required.
- Additional staff required for guests of 100 or more @ \$25 per hour.