

# Celebration!

## Best Day Ever Package

### *Day of Coordination*

#### Pre-Wedding Consultations

Up to 3 consultations

Venue Visit

Assist with Vendor selection

Review Vendor Contracts

Day of Timeline - We will create a day of timeline that begins with the rehearsal day and ends at tear down of the reception venue

Rehearsal Day Coordination - Work with the officiant to choreograph wedding ceremony, processional, and recessional. Remind the wedding party of where they need to be on the wedding day and at what time.

#### Pre-Ceremony Coordination

Ensure that all flowers arrive on time for the wedding party

Gather bride bridal party and immediate family for photos

Make sure the groom and groomsmen are dressed and on time

Communicate any last-minute changes to the wedding party

Contact all vendors to establish relationships

Ensure florist has delivered and set up all ceremony & reception floral arrangements

Set up programs and other ceremony items (guest book, unity candles, signs, & sendoff items)

Ensure that the ceremony musicians/DJ have arrived and direct them to their location

Ensure that Ushers/Groomsmen arrive on time and are ready to escort guests

Handle any last-minute emergencies that may arise

Decorate Ceremony Space (**optional /additional fee**)

#### Ceremony Coordination

Line up the bridal party for entrances down the aisle

Cue the ceremony musicians/DJ when bridal party is ready to begin processional

Gather family and bridal party for photos after the ceremony

Clean up and tear down ceremony space (**optional /additional fee**)

Reception coordination

- Ensure proper flow of cocktail hour food and drinks
- Help guests locate their tables
- Encourage guests to take their seats at the appropriate time
- Locate bride groom and bridal party and instruct them on where to go for photos
- Cue band/DJ when majority of guests have taken their seats and couple is ready to be announced
- Cue all specialty dances and wedding events
- Cue father of the bride best man and maid of honor when they are about to be introduced for toasts or dances
- Know the catering service’s schedule and help ensure that guests are served at the appropriate time and follow through with vendor meals
- Remain easily accessible throughout the entire event to handle questions or emergencies
- Collect gifts and personal décor items and ensure they reach the designated family member, room, and/or vehicle
- Coordinate reception departure transportation and/or send off
- Clean up and tear down reception venue space (**optional /additional fee**)

Pricing \*

Day Of Coordination..... \$850

Additional Services Pricing \*

- Decorate (provided décor) ..... each space starts @ \$200
- Décor Rental .....prices vary
- Clean/Up Tear Down (2hr)..... each space starts @ \$300
- Additional Venues ..... start at \$150 per
- Table Linens..... start @ \$17.00 each
- Table Runners..... start @ \$2.50 each
- Napkins..... start @ \$1.75 each

**\*Effective 1/1/2023 All product & services are subject to 6% Sales Tax**

Extended travel from Mt Washington, KY (50+ miles) could result in additional charges.