

RATES STARTING AT \$2,000 (INITIAL CONSULTATION IS COMPLIMENTARY)

This package is meant for the couple that has planned every aspect of their wedding and just needs professional assistance to ensure that their wedding day runs smoothly. Our pre-wedding assistance can begin as early as two (2) months prior to your wedding day!

### **Wedding Coordination Process:**

- Unlimited phone and emails and up to two (2) hours of virtual or in-person meeting time to discuss status updates and final/logistics
- Onsite wedding day management for up to fifteen (15) hours. One of those hours is reserved for clean-up.
- Confirmation of all final details and schedule of vendors
- Creation of your wedding day schedule/timeline including all details
- Creation of floor plan
- Provide wedding day checklist to ensure you have everything you need on your special day
- Rehearsal coordination on the day of the wedding or the day before with prior arrangements
- Emergency kit available for bridal party and family to use on wedding day

### **Your Wedding Day:**

Perfectly Planned will provide complete wedding day management/coordination and will be a single contact source for all vendors, answering any questions or concerns. We will provide one coordinator and one assistant on day of wedding.

- Pre-Ceremony
  - Receive deliveries and greeting vendors
  - Distribution of bouquets and corsages to bride, bridesmaids, mothers and grandmothers
  - Boutonniere pinning for groom, groomsmen, ushers, fathers and grandfathers
- Ceremony
  - Assistance with processional/recessional
  - Gathering of wedding party and family members for pre or post ceremony photos
  - Breakdown and packaging of all personal belongings from ceremony site
- Reception
  - Greeting your guests as they arrive for cocktail hour and assisting them with their needs
  - Preparing your bridal party for their grand entrance
  - Ensuring that the scheduled timeline is adhered to
  - Distributing final payments and gratuities to all of your vendors
  - Ensuring that any special requests made from your guests are granted (i.e. special dietary restrictions)
  - Coordinate with DJ to make sure timeline of events are adhered to and announcements are made for first dance, speeches, cake cutting, bouquet toss, garter toss, etc.
  - Cake cutting services, if not provided by caterer
  - Preparing guests for bride and groom send off
  - Breakdown and packaging of all personal belongings as well as rental items from reception site, if within the fifteen (15) contracted hours

\* Additional \$100 for hours in excess of fifteen (15) contracted hours

\*\* Add \$500 for room flip for inside ceremony to inside reception