

# Get By With A Little Help From My Friends



With this package, we will be actively involved in the overall planning and implementation of your day. This is our most popular package with couples living out of town. It also includes access to our exclusive event designer!

- ♥ On site wedding day management, including:
  - Orchestrating the events of the day, ensuring everything proceeds as you planned
  - Coordination of decoration and clean up of ceremony and reception locations
  - Serving as a contact person for vendors
  - Ensuring vendors fulfill their contracts
  - Distributing final payments/tips to vendors
  - Taking care of any unexpected issues that may arise
  - Ensuring wedding party and vendors adhere to the timeline
  - Use of wedding day emergency kit
  - Post-event returns
  - One assistant coordinator

- ♥ Unlimited Phone/E-mail consultations
- ♥ 4 personal consultations to discuss plans/vision for wedding – event designer will be present at two of these consultations
- ♥ Attendance at 3 vendor appointments of your choosing
- ♥ Create a personalized “to do” checklist
- ♥ Monthly checklist reminders via e-mail
- ♥ Developing and coordinating rental and/or purchase of event décor; including flowers, linens, chairs, props, lighting, specialty items, etc.
- ♥ Suggestions for unique, personalized touches
- ♥ Logistical and creative assistance as needed
- ♥ Vendor research/referrals/contract negotiation
- ♥ Development of detailed wedding day timeline and contact sheet
- ♥ Confirm vendor contracts 7-10 days prior to wedding
- ♥ Attendance at final meeting with reception venue
- ♥ Assistance at Wedding Ceremony Rehearsal

