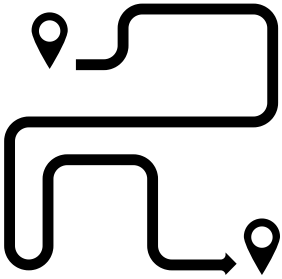


START



FINISH

# PREMIUM PACKAGE

START TO FINISH  
(12 MONTHS+)

## SERVICE DESCRIPTION

- Pre-Wedding Breakdown MoodBoard and color Schemes Wedding
- Invitation Design + Name Tags+ Table + Any Signable
- Planning MASTER TIMELINE preparation and creating a wedding checklist
- Establishing priorities, developing and tracking the budget Ceremony + reception venue scouting Vendor recommendations, negotiations and bookings Contract review Vendor management Creation and execution of a design scheme
- Assistance in ordering save-the-dates, wedding invitations, and all printed materials along with any design needs
- Tracking of guest RSVP's Wedding favors & accessories Coordinating accommodations, transportation, and childcare
- Custome Entertainment And Drink Ideas
- Marriage License Etiquette information General advice and consultation
- Unlimited meetings and coordination time Attendance at vendor meetings
- Confirming all details with the appropriate vendors prior to the wedding Facilitating the ceremony rehearsal
- Alcohol Calculations Tools
- Wedding Day Breakdown Unlimited time on-site with your coordinator and up to two assistants, allowing you to enjoy every moment of your wedding day without any worry about the details
- Directing the ceremony processional Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as a guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIPs receive flowers Acting as the point of contact for all vendors
- Assisting the family, wedding party, and guests as needed
- Distributing final payment and gratuity to vendors
- Providing a stocked emergency kit Dealing with any unforeseen hiccups Coordinate load-out
- Shuttling Service Assistants
- Professional Day of Wedding Coordinator onsite for up to 12 hours of wedding day management ~ every wedding includes (1) a wedding coordinator.

\*A second Coordinator is required for all barn/farm weddings, vineyard weddings, arboretum weddings, South Asian weddings, private home weddings, and or large open space/nontraditional venue weddings that require a lot of setups. Additional fees will apply.