



Free consultation

**“Day of” Service Package – Contact for pricing**

50% non-refundable deposit is required to book, 50% due 30 days prior to event.

Main contact for day of event:

- Senior planner for 10 hours – A personal assistant for the bride and groom
- One Assistant planner (time as needed)

Three meetings

- One initial meeting
- Within sixty days of event
- Walkthrough within thirty days of event

Vendor recommendations

Unlimited phone calls, emails, texts

Creation of timeline

Coordination & organization of ceremony rehearsal

Direction & execution of ceremony

Vendor day of coordination and management

Week of vendor management

Organization of vendor walkthrough thirty days prior to event

Setup of décor & personal/non rental items for ceremony & reception

Breakdown of décor & personal/non rental items

Assistance in assembly & distribution of welcome bags

Last minute errands