



Weddings & Events

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## Mini Production Package

Month of, Day of Co-ordination

- Meet with you before your wedding to gain a clear perspective of your vision, goals, and requirements for your wedding day.
- Develop a detailed, wedding day itinerary to assure your wedding day runs smoothly.
- Obtain vendor contracts from you to ensure all items and services are provided the "Day of."
- Attend the wedding rehearsal to ensure all participants understand their responsibilities and are aware of the flow of the ceremony.
- Coordinate and supervise all vendor set-up at the ceremony and reception site.
- Ensure wedding rings and marriage license are on hand.
- Oversee all details:
  - Placement of guest book and programs
  - Ensuring all bouquets and boutonnieres are distributed
  - Line-up of the wedding party
  - Cueing the musicians
  - Distribute final payments and/or gratuities to all vendors.
  - Develop a vendor set-up schedule as part of the wedding day itinerary and distribute to all vendors.
  - Supervise all vendor set-up, ensure tables are set up according to your floor plan.
  - Ensure the gifts, place cards, and cake tables are placed in their appropriate locations.
  - Place favors, table numbers, and any other misc. on guest tables.
  - Coordinate with all vendors to ensure your reception flows smoothly from start to finish.
  - Assist you and your family with any concerns or questions.
  - The week before your wedding, I contact all of your vendors to confirm delivery dates, times, and locations.
  - Guide you graciously through your special day!
  - Send Save-the-Date cards

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