

**DREAM  
DAY  
PARTIAL  
PLANNING**



## PRE-WEDDING

Initial Consultation

Walk through of venue

Assistance with any additional vendor selections

Access to our preferred vendor lists

Attendance at final vendor meetings

Assistance with wedding detail selections

Invitation send out reminder

Vendor management

Monthly phone or virtual meetings to ensure everything is on track

Assistance with menu selection

Review of vendor contracts

## PRE-WEDDING Cont.

Become main point of contact at 6 month mark for all vendor correspondence

Assistance with scheduling any needed bridal appointments

30 day wedding checklist

Wedding rehearsal invitations

Full coordination and management of 1 hour wedding rehearsal

Create and distribute bridal party timeline to all bridal party members

Create detailed full wedding day timeline and distribute to vendors

Unlimited phone and email correspondence

## DAY OF WEDDING

Two coordinators present day of wedding

An on call bridal attendant during prep for assistance

Full wedding day management based on timeline

Ensure on time arrival of all vendors

Coordination of all vendors to ensure a seamless wedding day

Assist and manage any wedding day emergencies or hiccups

Handle all day of payments

Handle day of final touches such as setting out programs, seating place cards, guestbook, gift table, and menu cards

Access to our emergency bridal kit



## DAY OF WEDDING Cont.

Assist with guest seating for ceremony and reception

MC wedding by handling all introductions and announcements if needed

Collection of gifts, cards, decor, and other belongings at the end of the wedding to give to designated person

Go above and beyond to ensure a seamless and memorable wedding day

