

## *Wedding Weekend Package- \$1195*

### **Getting Started:**

- A complimentary consultation to lay out wedding and reception ideas. During this consultation, we will offer suggestions for your wedding budget, style, etiquette and color schemes.
- You will be able to browse through our vendor books in order to select the most reputable vendors for your wedding day.
- Monthly checklist package to help you stay on track during your planning process.
- A list of vendor referrals for any vendors still needed.
- Unlimited emails regarding wedding etiquette

### **Planning Your Wedding:**

- A consultation two weeks before the wedding to review all of your contracts, discuss all of your wedding details and create wedding day timeline.
- Provide a checklist of who is responsible for taking home gifts, cake topper, bridal portrait and keepsakes etc.
- Rehearsal and wedding day itinerary.
- A phone meeting with all of your vendors 2 weeks before the wedding to confirm arrangements for the wedding day.
- A visit to the reception site one week before the wedding to coordinate with the site staff.
- A final phone consultation a few days before the wedding to review with the bride and groom (if needed)

### **Rehearsal:**

- Review and coordinate rehearsal and ceremony with officiate, wedding party, and vendors.
- Coordinator's assistance at the rehearsal directing the flow of the ceremony (one hour)
- Collect any final payments for vendors to disperse on the wedding day.

### **Wedding Day:**

- Attending, overseeing and directing the ceremony and reception (up to 8 hours)
- Two wedding consultants to assist with all wedding day activities
- Coordinate with all wedding vendors
- We will bring our wedding day emergency kit (black socks, super glue, hair spray, pins, etc.)
- Instructions on the family's and bridal party's responsibilities.
- Organize and set up any photographs, portraits, table settings, place cards, cake cutting items, favors, and guest book
- Decorating the ceremony and reception sites (décor to be provided by client or purchased/rented from Premier Event Source)
- Oversee venue décor to ensure that everything is laid out according to the couples wishes (within 8 hour timeframe)
- Distribute and Pin wedding flowers
- Follow through during ceremony and reception to ensure that the timeline is being carried out
- Coordinate all reception activities in real time with the event MC
- Bustle wedding gown
- Greet your guests at the reception offer any necessary directions
- Prepare cake and meal for the couple to take from the reception
- Distribute tossing items to the guests
- Coordinate your big exit
- Load gifts and décor once ceremony ends into designated vehicles

- Assist with cleanup activities (within 8 hour timeframe)
- Troubleshoot when needed

**Please note: With this package, the couple will reserve, book and coordinate with all vendors themselves. Prices are based on weddings with up to 250 guests. Weddings over 250 guests may require more on-site coordinators the day of the wedding.**