



Petite Pre-Planning Package

Designed for the couple who have a “somewhat” clear vision of what they want for their Wedding and Reception but may need assistance with color selection and design concept, vendor assistance, and budget analysis and would benefit from unlimited phone and email communication during the entire planning process. We are also your liaison to the facility, getting much needed information in a timely manner that you may not be able to obtain. Your Petite Pre-Planning package also includes Month/Day-of-Event services at no additional charge. (This is a \$1200 value) **Ultimately all packages provide the opportunity for you to enjoy your day, your family and your friends. This is a way for you to be “Present in the Moment”.**

Pre-Meet—we will have an on-site meeting early in the planning process to suggest Vendor referrals, discuss color & concept, and give advice regarding overall budget. We will also start you on the right path to planning.

Conclusion Meeting—This meeting allows us to gather information that will by now have been secured. This information will pertain to all aspects of your ceremony and reception. A Timeline and diagrams will be designed and provided, and we will collect vendor contact information. This is also a great time to answer last minute questions and discuss Guest seating options.

Rehearsal—Orchestrate and manage your rehearsal on-site with instructions for ushers, seating of family and special guests and directing the order and placement of your attendants.

Wedding Day Ceremony—Verify that all accessories are in place such as altar elements, sign-in book, programs etc. Oversee music and entry cues for family, attendants and of course the bride and groom. Confirm rings and marriage license.

Reception services

Your day of event coordinator will arrive up to 3 hours prior to the start of your event to ensure that the following details are met and she will be on-site until all formalities have been completed.

Telephone all Vendors one week in advance to confirm arrival
Set out favors and table names or numbers
Oversee Vendors and all details of Ceremony/Reception
Provide an Itinerary for the day of event
Work with caterer and facility regarding meal
Communicate with Photographer, DJ etc. about Formalities

Set Assigned seating and reserved tables
Set out Toasting glasses, Cake instruments, etc.
Confirm that floor plan is set as was requested
Keep all Formal activities on Schedule
Issue Final Payments/and or Gratuities to Vendors
See to the needs and comfort of guests

We will also collect items used at Ceremony and Reception and place them in a secure area.
(For example Toasting Glass, Cake Servers, Guest Book etc.)

**Consider the significance of this day
“Friends don’t let friends coordinate their wedding!”**

**Call for availability
Total Cost for a stress-free day
Starting at \$1895.00**

**(Additional travel fees *may* apply)
Month-of-Event ala carte and
Full Service planning also available**