



## The Day Of Wedding Coordination & Planning Package:

*Just the essentials: You have most of everything planned, but now you want to de-stress and enjoy your wedding day! 30 Days out we take over the minor logistical details as well as creating the final layout and timeline!*

- Wedding coordinator available via phone & email 24/7 30 days prior to your wedding date
- As many scheduled in- person meetings 30 days prior to your wedding date
- Assistance with how to obtain your Marriage License
- Assistance with out of town guests accommodations
- Assistance tracking Guest RSVP's
- AWE will design floor plan as well as assist with creating the perfect seating chart
- AWE will help to design and customize the Run Of Show for the wedding day
- AWE will provide the Wedding Day Emergency Kit (complete with anything you can think of)
- AWE will connect with each one of your vendors to ensure all contracts are properly executed and all vendors have what they need
- AWE will create and distribute the vendor Floor Plan
- Venue Contract and Banquet Order as well as all vendor contracts reviewed by Planners in detail
- Checklist of all wedding day personal items needed
- Review of all items for ceremony/reception (guest book, toasting glasses, cake cutter, etc.)
- AWE Planner will set up the entire ceremony and reception locations (including but limited to chairs, tables, linens, decor, personal items)
- AWE will help you create a photo shot list as well as find the perfect photography locations
- Access to AWE's pinterest Board with 25-50 wedding related pins.
- Event design consultation
- Vendor recommendations and access to AWE's preferred vendors from the date our contract is signed
- Up to 5 Venue Site visits
- AWE will be the liaison between the couple and all vendors
- Request and Obtain copies of insurance certificates from all vendors (if needed)
- Create Vendor List with contact information, setup and strike times to provide all parties with necessary information
- Distribute wedding day timeline to all vendors
- Distribute driving directions & maps (if needed)
- Send final confirmations to vendors
- Relay final head count to appropriate parties
- AWE planner will help you create the bridal party hair and make up schedules
- AWE planner will coordinate the Rehearsal and ensure that all of the participants know their duties.
- Distribute Timeline to Wedding Party participants

- Welcome guests as they arrive, reserve special guest seating, prepare ceremony processional, etc.
- Attend to the Requests of the Couple as they arise
- Set up personal items per instructions for Ceremony & Reception
- Final inspection on seating placements/count, table place cards, decor, etc.
- Distribute Boutonnieres & Bouquets to Wedding Party
- Distribute Final Payments to Vendors on Wedding Day (If needed)
- Cue Ushers & Wedding Party For the Grand Entrance
- Manage Timing & Execution of Reception Events (Entrance, First Dance, Etc.)
- Assist with Packing Personal Items at the conclusion of the Wedding
- Attend to guests needing special assistance
- Coordinate with musicians and DJ for sound selections (if needed).
- AWE will planner will bring as many assistants as needed to successful run the event



## Full Planning Wedding Coordination & Planning Package:

*The whole shebang: Budget planning, vendor and venue sourcing, contract negotiation, unlimited consultations, establishing planning timeline, RSVP management, timeline and floor plan assistance, concierge services, rehearsal and wedding day services and more...*

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- Wedding coordinator available via phone & email
  - As many scheduled In- Person meetings
  - As many site visits as needed
  - Wedding Vision Brainstorm Session
  - Wedding Budget Planning Meeting
  - Wedding Vendor Research and Information
  - Vendor contracts negotiating and creating
  - Assistance with how to obtain your Marriage License
  - Assistance with out of town guests accommodations
  - Assistance Tracking Guest RSVP's
  - AWE will Design Floor Plan as well as assist with creating the perfect seating chart
  - AWE will help to Design and customize the Run Of Show for The Wedding Day
  - AWE will provide the Wedding Day Emergency Kit (complete with anything you can think of)
  - AWE will connect with each one of your vendors to ensure all contracts are properly executed and all vendors have what they need
  - AWE will create and distribute the vendor Floor Plan
  - Venue Contract and Banquet Order as well as all Vendor contracts reviewed by Planners in details
  - Checklist of all wedding day personal items needed
  - Review of all items for ceremony/reception (guest book, toasting glasses, cake cutter, etc.)
  - AWE Planner will set up the entire ceremony and reception locations (including but not limited to chairs, tables, linens, decor, personal items)
  - AWE will help you create a photo shot list as well as find the perfect photography locations
  - Access to AWE's pinterest Board with 25-50 wedding related pins
  - Event design consultation
  - Vendor recommendations and access to AWE's preferred vendors from the date our contract is signed
  - AWE will be the liaison between the Couple and all vendors
  - Request and Obtain copies of insurance certificates from all vendors (if needed)
  - Create Vendor List with contact information, setup and strike times to provide all parties with necessary information
  - Distribute wedding day timeline to all vendors
  - Distribute driving directions & maps (if needed)
  - Send final confirmations to vendors
  - Relay final head count to appropriate parties
  - AWE planner will help you create the bridal party hair and make up schedules

- AWE planner will coordinate the Rehearsal and ensure that all of the participants know their duties.
- Distribute Timeline to Wedding Party participants
- Welcome guests as they arrive, reserve special guest seating, prepare ceremony processional, etc.
- Attend to the Requests of the Couple As They Arise
- Set Up Personal Items per instructions for Ceremony & Reception
- Final inspection on seating placements/count, table place cards, decor, etc.
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- Cue Ushers & Wedding Party For the Grand Entrance
- Manage Timing & Execution of Reception Events (Entrance, First Dance, Etc.)
- Assist with Packing Personal Items at the conclusion of the Wedding
- Attend to guests needing special assistance
- Coordinate with musicians and DJ for sound selections (if needed)
- AWE will assist with any and all events leading up to the Wedding (ie Bridal Showers, Bachelorette & Bachelor Parties, Rehearsals, Welcome Drinks & After Parties)
- AWE will also assist with any planning of Day-After Brunches (however if our physical presence is needed at such an event there will be an additional charge)



## ALA CARTE SERVICES:

*CUSTOMIZE WHAT YOU NEED: Take a look at all the different elements that go into planning and see what you would like help with! We will create the perfect package for your exact needs!*

Wedding Vision Brainstorm Session
Wedding Budget Planning session
Wedding Budget Consultation Session
Wedding Planning Timeline Creation & Customization
Wedding Dress Appointments & Shopping Assist
Suit & Tux Appointments & Shopping Assist
Bridesmaids & or Groomsmen Appointments & Shopping Assist
Hotel Block Research & Creation
Stationary Consultation, Design & Advisement
Assemble, Mail & track invitations
Photography & Videography Vendor Assist
DJ or Band Vendor Assist
Floral Design Consultation
Floral Designers Research, Recommendations & Contract Negotiations
Caterer Research, Recommendations & Contract Negotiations
Catering Menu Design
Dessert & Cake Assist
Vendor Recommendations & Contract Negotiations
Wedding Decor Design & Consultation
Wedding Decor Set Up
Wedding Decor Breakdown

Wedding Day Ushering
Coordinating Wedding Rehearsal Details