



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 Bride and Groom 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 Bride & Groom 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
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- 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 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