



## *My Wedding Day (wedding day management)*

Perfect for the “do it yourself ” bride who has time to plan all of the intricate details of her own wedding, but wants some peace of mind on the “day of ” to make sure everything goes exactly according to plan. While planning events from beginning to end is our passion, we would be happy to assist you on the day of your event so you can relax and actually enjoy your day!

- 2 hours of planning time + 1 hour face-to-face meeting 30 days before wedding
- Final walk through of ceremony and reception sites with vendors
- Confirm vendors and schedule arrival times
- Prepare a vendor contact list
- Timeline development and distribution
- Ceremony rehearsal attendance and coordination (if applicable)
- Complete wedding day coordination up to 8 hours with 1-2 onsite contacts
- Disperse final vendor payments and tips
- Return all personal items and wedding gifts
- Phone and email support

\* Does not include travel or accommodations for weddings 50 miles outside of the Metro area. If you don't see something in this package that you need, please don't hesitate to ask!