

## ***Full Wedding Services for your contract include the following:***

- \*Assist in finding & booking your venue and all vendors
- \*Help you decide on your color scheme, theme and décor
- \*Walk you through your planning timeline
- \*Assist you with budget planning and tracking
- \*Establish your day timeline
- \*Help to determine table placement and room layout
- \*Help to make arrangements for out of town guests
- \*Assist with favors, programs, menus and place cards
- \*Assist with any problems you may have
- \*Confirm the details with all the vendors weeks and days prior
- \*Facilitate your rehearsal

## ***Day Of:***

- \*Assist with delivering any vendor payments
- \*Provide you with a professional emergency kit.
- \*Assist with programs
- \*Placement of guestbook, place cards, menus & favors
- \*Manage all vendor's deliveries
- \***Coordinate** setup and cleanup
- \*Manage your timeline
- \*Hand over your bouquets and boutonnières
- \*Direct your ceremony & reception
- \*Load getaway car with couple's personal belongings
- \*Make sure cards, gifts & belongings go home with designated person
- \*Handle any issues or problems that may arise
- \*Attend to any special needs and Much more