



Amethyst Package

This is your "Month of" package. We walk you through the final stages of planning including coordination on your wedding day.

Complimentary Consultation

Brief Presentation of Who We Are
Review Wedding Ideas
Review Theme, Color Scheme, Size, Budget
Answer Any Questions or Concerns
Assistance Where Needed TBD at this time

During the Process

Three Progress Meetings
One Budget Meeting
Unlimited Phone/Emails during Business Hours
Assist in Vendor Recommendations (if applicable)
Etiquette Guidance and Advice
Review Budget & Answer any Questions

Final Planning

Finalize Room Layout and Floor Plans
Preparation of Wedding Day Timeline
Walk Through of Reception & Ceremony Venues
Final Meeting the Week of Wedding
Final Vendor Confirmations the Week of Wedding
Prepare a Vendor Contact Sheet
Evaluation of Vendor Contracts & Agreements
Confirm Hotel Accommodations
Discuss Final Budget
Prepare an Expense Report

Ceremony

Arrive at Ceremony Two Hours Prior to Ceremony
Bridal Assistant Meets with Bride and Bridal Party
Coordinate with Ceremony Coordinator/Officiate
Coordinate any Pre-Wedding Photography
Distribute Wedding Flowers/Boutonnieres
Set-up of Ceremonial and Memorial Items
Distribute Ring Pillow, Flower Baskets, Personal Items
Close Off All Entrances to Ceremony Area
Direct Guests to Cocktail Area after Ceremony

Collect all Personal & Ceremony Items
Transfer Any Items to Reception

Cocktail Hour

Check location for correct set-up of tables
Set-up of Guest Book and Seating Card table
Arrange for gifts to be moved from Ceremony
Arrange for the moving of florals and or décor to re-use in reception

Reception

Set-up of Personal Items (cake topper, knife/server, flutes, menu's, napkins, table numbers)
Check for Correct Set-up of Tables
Coordinate the Evening with Banquet Captain
Act as a "Go To" Person throughout the Evening
Coordinate with DJ for Bridal Party Introductions
Maintain & Coordinate Timing for All Special Events
Distribute Vendor Final Payments (if applicable)
Arrange for All Leftover Items/Décor/Gifts to be taken to a Room or Designated Location

Service Guidelines

- 2 Hours of Initial Consultation
- 1 Hour of Ceremony Site Walk Through
- 1 Hour of Reception Site Walk Through
- 1 hour of ceremony site setup if permitted*
- 2 hours of reception setup if permitted*
- 10 hours of Coordination on Wedding Day
- Includes Unlimited email/phone Consults during Normal Business Hours Only
- Includes Three Progress Meetings
- Includes 1 Budget Meeting
- Includes Vendor Recommendations
- Includes Bridal Assistant
- Includes an Additional Assistant

*Hours depend on venue rules and regulations.

**Prices of packages may change depending on the number of guests and the location of both ceremony and reception.

\$50.00/hour beyond what is described above

It takes you years to find the *perfect* man....you should have the *perfect* wedding day!

Keller, TX 817.657-5097
www.weddingsbylauren.com