



Emerald Package

This is a “Day of Coordination” Package and is great for those organized brides who have had all the fun of doing everything themselves, but want a person to coordinate and organize, while taking their vision and make it reality.

Complimentary Consultation

Brief Overview of Who We Are
Review Wedding Ideas and Vision
Review Theme, Color Scheme, Size
Discuss Venue Spaces and Decor
Answer Any Questions or Concerns

During the Process

Two Face to Face Meetings
Unlimited Phone/Emails during Business Hours
Assist in Vendor Recommendations (if applicable)

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
Create a Final Agenda Checklist for Wedding Day

Ceremony

Arrive at Ceremony Two Hours Prior to Ceremony
Bridal Assistant Meets with Bride and Bridal Party
Coordinate with Ceremony Coordinator/Officiant
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

Assist Bride in Bustling Bridal Gown
Check for Correct Set-up of Tables
Set-up of Guest Book and Seating Card Table
Transfer Any Florals/Décor to Re-use in Reception
Set-up Seating Arrangement Table
Set-up Décor & Guest Book

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 Two Progress Meetings
- ☐ 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!