

Wedding Day Management Service

Services Provided Upon Booking Your Wedding Planner

Recommended Vendor List

We will provide you with our list of recommended event professionals, which includes 2-5 event professionals for each vendor category including caterers, photographers, videographers, music and entertainment, floral and decor, cake designers, stationery companies, transportation, attire resources, and rentals. Our recommended professionals are vendors we feel confident working with. We encourage you to meet with them when choosing your vendor team. Venue recommendations are not included in Wedding Day Management Services.

Wedding Planning Checklist

We will provide you with a detailed planning checklist to use throughout the wedding planning process.

Services Provided 30-60 Days Before the Wedding Day

Details Meeting

We will meet with you for one (1) meeting to review wedding day details, talk through the timing of the wedding day events, and review the services that will be provided by your contracted event professionals. This meeting is up to 2 hours in length and takes place approximately 45-60 days prior to the wedding day.

Create First Draft of the Wedding Day Schedule

After the details meeting, we will draft a detailed wedding ceremony and reception schedule. At this time, we will also create our checklist regarding the setup of all wedding decor and details that we are responsible for. Once the first draft of the wedding day schedule and setup checklist is complete, you will review it and have the opportunity to provide feedback and corrections within five (5) business days.

Create a Wedding Vendor List

We will compile a list of all your contracted wedding professionals with their contact information.

Introduction to Your Vendor Team

We will contact your vendor team approximately 45 days prior to the wedding to introduce ourselves as your wedding day managers.

Services Provided 30 Days Before the Wedding Day

Email and Phone Support

Starting at 30 days prior to the wedding, your planner will become available to answer wedding related questions through phone and email during regular business hours. Your wedding planner will provide business hours to you at the time of booking. You can expect a response from your planner within 48 hours during the workweek.

Final Walk-Through Meeting

We will work with you and your reception venue to schedule and attend the final walk-through meeting. This meeting takes place at your reception venue to finalize the wedding day schedule, setup details, logistics, and layout of the reception room. This meeting typically takes place 15-45 days prior to the wedding day and can be up to two (2) hours in length.

Finalize the Wedding Day Schedule

After the final walk-through meeting, we will finalize the wedding day schedule with you, your venue(s), and the vendor team, then distribute the schedule to the event professionals who are involved in the wedding day.

Final Vendor Confirmations

During the week prior to the wedding, we will confirm timing and logistical details with each event professional you have booked. This includes communicating load-in and load-out instructions, delivery and tear down times, and set-up logistics for the wedding day.

Services Provided 1-3 Days Before the Wedding Day

Texting Support

Starting 3 days prior to your wedding, your planner will become available for questions via text as well as through phone and email between the hours of 9am-8pm. Your planner will respond as soon as possible to text messages during this time.

Wedding Rehearsal Coordination

We will attend your wedding rehearsal and work with your wedding officiant or minister to rehearse the processional, ceremony outline, and recessional. We will review the wedding day arrival time and locations with the bridal party. The rehearsal coordination includes up to one hour of time for your wedding planner to coordinate the ceremony rehearsal. Before scheduling the rehearsal time with your ceremony location, it is required that you confirm availability of your wedding planner.

Distribution of Final Payments

If you wish to have your wedding planner distribute final payments and gratuities to your wedding vendors on the wedding day, these can be given to your planner in sealed and labeled envelopes.

Collection of Small Decor Items

If your wedding venue does not have storage capability, you may deliver up to 4 medium size boxes of items to your wedding planner during this time frame. A medium size box is no larger than 2' x 3' in size. The wedding planner will bring these items to the wedding on the wedding day. These items may include favors, escort and place cards, seating chart, menu

cards, table numbers, wedding programs, guest book, card box or basket, toasting flutes, cake serving set, signage, and small decor items. If you have additional decor items beyond this, your wedding planner may be able to accommodate your needs with additional assistants, added planning hours, or added services.

Services Provided on the Wedding Day

On-Site Time

Your wedding planner and assistant(s) will be on-site for up to ten (10) hours on the day of the wedding. The planner's arrival and departure times are listed in the wedding day schedule and are determined by the wedding planner. Throughout the day, we will use the wedding day schedule to manage the timing and events of the day for you, your guests, and the vendor team.

Client Concierge

We will check-in with you and your fiancé throughout the wedding day to ensure your needs are met, questions are answered, and the day is happening according to your desires.

Set-up Supervision

We will supervise ceremony and reception load-in and setup with your vendor team. We will setup small decor items and details including wedding favors, ceremony candles, wedding programs, guest book, toasting flutes, cake serving set, guest favors, card box, place cards, escort cards, table names or numbers, menu cards, and seating charts.

Coordinate the Ceremony

We will assist with line-up of the wedding processional, including grandparents, parents, and the bridal party. We will cue the ceremony musicians if needed and direct the individuals involved in the ceremony processional. After the ceremony, we will move small decor items to the reception location if needed.

Coordinate the Reception

During the reception, we will work closely with the venue, catering team, DJ or band, and the photo and video professionals to ensure accuracy of upcoming events, announcements to be made, and smooth transitions for you and your guests throughout the reception event. This includes coordination of the grand entrance, first dance, parent dances, toasts, cake cutting, bouquet and garter toss, last dance, grand exit, and any other events that are scheduled to take place.

Vendor Team Lead

We will be the point of contact for your team of wedding professionals on the day of the wedding. Using the wedding day schedule, we will work with your event professionals to answer questions and use our best efforts to stay on schedule throughout the day of the wedding. We will also work with the catering staff and vendor team to coordinate vendor meals and breaks if needed.

Guest Assistance

We will assist guests with questions that arise throughout the day. Along with the catering or

venue staff, we will graciously direct guests from the ceremony to the cocktail hour location and then to the reception location if needed.

Guest Transportation Assistance

We will assist with coordinating timing and communication of details for guest shuttles and wedding party transportation on the day of the event. Your wedding planner will use phone calls and text messaging to manage communication with transportation vendors who are not at the same location as the wedding planner. If you require a planner or assistant to be on-site at another location to manage transportation, your wedding planner may be able to accommodate your needs with additional assistants, added planning hours, or added services.

Clean-up Supervision

We will oversee reception clean up including collection of personal items such as the guest book, toasting flutes, cake serving set, and extra stationery items. We will work with your designated person to put wedding gifts and personal items into their car or other on-site location at the end of the reception.

Emergency Kit

We have a wedding day emergency kit that will be on-site for the wedding day. This kit includes a variety of items such as bandages, safety pins, hair spray, wet wipes, scissors, tape, mints, a sewing kit, and many other items to fix emergencies or necessities that may happen on the wedding day.

**Please note that centerpiece breakdown, installation/removal of chair covers, janitorial services, transportation of wedding gifts, bussing of tables, and trash removal are not included in Wedding Day Management Services provided by your wedding planner. Your wedding planner may be able to accommodate your needs with additional assistants, added planning hours, or added services.*