**Adventure Package**- Partial Planning and Design- Beginning at $2500

**Prior to Wedding Day**

• Initial consultation with couple (in person or FaceTime)

• Three planning sessions before wedding day (in-person or on the phone)

• Phone & email communication from date of contract

• Assist in design elements for ceremony & reception OR

• Assist in vendor selections, contracts, & appointments as necessary OR

• Ongoing management of vendors as necessary

• Assist in developing ceremony and reception diagram/décor plans

• Develop wedding day timeline

**Two Weeks Prior to Wedding Day**

• Responsible for all vendor communication

• Email wedding day timeline to all vendors

• Email wedding day details to wedding party

**Day-Before Wedding Day**

• Coordinate wedding rehearsal (walk through)

• Answer any questions or concerns about the schedule of events

• Available for last-minute emergencies

**On Wedding Day**

• Maximum of 12 hours of service on wedding day

• Assist & manage wedding party needs

• Oversee & coordinate vendors and vendor set-up and ensure they are following contract

• Responsible for delivering final payment/tips to vendors if necessary

• Oversee and Assist with décor set-up at the ceremony and reception; chairs, plates, centerpieces, table numbers, place cards, favors, toasting glasses, and other details

• Assist florist in the distribution of flowers

• Coordinate flow of events during ceremony with officiant

• Ensure key elements are in place prior to the ceremony, such as guest book & programs

• Oversee ushers & other helpers

• Prepare & line up processional & cue musicians

• Cue wedding party, family, & special guests as processional begins

• Oversee gifts & cards are moved to appropriate designated area

• Coordinate send-off (distributing sparklers, bubbles, etc.)

• Oversee & assist in cleanup of both the ceremony & reception venues

• Coordinate flow of events during reception with the dj or band

• Prepared to meet any emergency situations that may arise