**Weekend Warrior Package**- Day of Planning and Design- Beginning at $1500

**Prior to Wedding Day**

• Initial consultation with couple (in person or via FaceTime)

• Email communication

• Assist in developing wedding day timeline

**Day-Before Wedding Day**

• Confirm vendor arrival times

• Coordinate wedding rehearsal

• Distribute wedding day timeline to wedding party

• 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

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

• Coordinate flow of events during ceremony with officiant

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

• Oversee ushers & other helpers

• Prepare & line up processional & cue musicians

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

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

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

• Coordinate cleanup of both the ceremony & reception venues

• Prepared to meet any emergency situations that may arise

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