



*Month  
- of -  
Coordination*

## *Month-of-Coordination Package*

For the couple who already has their plans in place, our Month-of-Coordination service will allow you to relax and enjoy your wedding day stress-free. You can focus on simply being present in the moments of your wedding while we make sure everything is going according to your vision. "Day-of" is a misleading term, because our service starts well before the wedding. About a month before your big day, we'll sit down together to go over all of the details, and make sure we know exactly how you envision your wedding. We'll talk about your priorities and concerns, and then take over the execution for you so that you can simply be present in the moments of your wedding while we handle all of the details. It includes: an initial meeting, weekly meetings starting about a month prior to the wedding, development and distribution of a detailed day-of timeline, confirmation of vendor services and fees two weeks prior to the wedding, a site visit prior to the rehearsal, up to two hours of rehearsal coordination the day before the wedding, and on-site coordination for the entire wedding day.

### **Day-of-Coordination Services Include:**

#### **Before the Big Day...**

- At least 4 Meetings with bride and groom to find out information about their wedding and determine how they wish the wedding to flow
- Attend 2nd dress fitting to learn bustle if available
- Walkthrough at the Venue with any vendors necessary
- Design and Put together welcome bags if necessary
- Assist with final production of month of stationary
- Preparation of a rehearsal and wedding day itinerary
- Seating and floor-plans for the wedding
- Assisting in the final month with etiquette questions and invitations questions for guest arrival and RSVP by dates
- Submitting vendor insurance
- Finalizing and submitting the guests to caterer and venue
- Scheduling setup/breakdown and confirmation of Vendors
- Facilitate Rentals and Linens
- Attendance and direction (coordinated with officiate) at the ceremony rehearsal (up to two hours)
- Final collection of wedding items at rehearsal to be set up on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc and delivery
- Timeline for all vendors
- Assembly and delivery of welcome bags

## *Month of-Coordination Package*

### **Wedding Day Services**

- Check with vendors to confirm arrangements for the wedding day and assist with setup
- Attend overseeing and directing the ceremony and reception
- Receive deliveries and greet vendors
- Make sure reception and ceremony areas are set up as you have planned
- Assist with handing out wedding flowers pinning on corsages, boutonnieres, etc.
- Make sure table numbers, place cards, programs, wedding favors are correctly placed
- Get wedding party in place to walk down the aisle. Making sure flowers are held correctly, timing is perfect, wedding dress trains are straight, etc.
- Help photographer get the pictures you want, making sure family members are available and in place for the photographer
- Make sure reception area is set up as planned, candles lit, DJ on schedule, etc.
- Oversee all vendor operations and lead them
- Handle any problems that come up with vendors and guests
- Make sure things are running on schedule according to timeline
- Make sure all vendors receive final payments as needed and distribute gratuities
- Coordinate the collection of gifts received at wedding to be delivered to pre-arranged spot
- Collect guest books, cameras, personal items, etc. to be delivered to pre-arranged spot
- Make sure transportation is running on time
- Provide a stress free day for the bride and groom

**\$2750 WITH EVENT BLISS FLORAL/DESIGN SERVICES**

**\$3250 WITHOUT EVENT BLISS FLORAL/DESIGN SERVICES**

# WHAT TO EXPECT

## **What you can expect from us?**

Events are booked on a first come, first serve basis and we limit our production to ensure a personalized service | This is typically booked a year out so we recommend securing the services quickly for your date to ensure availability | Once Booked, we will send you the documents we need to collect from you 5 weeks out as well as a some suggestions of vendors we love to work with | The 50% deposit will secure our services for your date and be applied to your final balance. We will meet with you weekly with unlimited phone calls and emails | You are welcome to ship anything directly to us through the planning process for those planning from afar | There is a 3% credit card processing fee for any transactions (fees do not apply to deposits) whether installments or final balances | You can expect a seamless experience with Event Bliss and we will ensure that we will treat your wedding as our own. If you have a few questions through the process, you are able to email or call us.... We are here to assist you!

## **What we expect from you?**

Please be on time | Our initial complimentary consultations are allotted up to 60 minutes, and often they will take the entire period of time. If you think you're going to be late, please call us to let us know! We want to make sure that you receive our undivided attention for the entire time that you're scheduled.

Bring your what you have so far | That will allow us to guide you and will help us direct you in the best way possible. Be ready to have some fun with us | We're so excited to have the opportunity to work with you on your special event, and we'll have a lot of fun together while you're here!

# CONTACT



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