



## *Faith Package (Wedding Day Management)*

*Ideal for couples wanting professional assistance only on the day of their wedding so they can enjoy their special day with friends and family!*

### Phase 1: Upon booking to 1 month prior to wedding

- Unlimited email communication
- Monthly timeline update thru checklist

### Phase 2: 1 month prior to wedding

- Up to 2 meetings before the rehearsal day
- Assist with final checklist, ceremony line-up and wedding day timeline development
- Final review of all vendor contracts and ongoing communication with vendors regarding their services and your wedding day expectations
- Final walk-through of ceremony and reception sites
- Detailed day of itinerary delivered to all vendors

### Phase 3 - Wedding Weekend

- Coordination of rehearsal upto 1 hour
- Assigned Day of Coordinator on wedding day upto 8 hours of service
- Supervise vendor setup of décor & rental items at ceremony & reception
- Attend to any requests of the bride & groom
- Ensure all wedding party personal floral is distributed
- Ensure all vendors receive final payments and gratuities from client
- Cue wedding party for procession
- Ensure the Wedding Day timeline execution
- Serve as point person for all vendors—cueing timing throughout event
- Handle All Personal Items for Ceremony & Reception from set-up to breakdown (guest book, toasting flutes, favors, etc.)
- Return or deliver at suite all supplies and gifts to couple or to assigned individual by couple

### **Package starts at \$850**

- Package is based on guest list of 70
- Package is based on a 5-hour event
- Additional Charges may apply on certain conditions

