



# THE FINAL EDIT PACKAGE

*Event Management*

**\$1,500**

## PRIOR TO WEDDING

- **Coordination begins 2 months before your wedding**
- Unlimited text/email communication starting at the 2-month mark
- **3 Meetings**
  - 1 Kickoff Meeting
  - 1 Planning Meeting
  - 1 Final Meeting
- Instant access to custom wedding portal upon booking
- Custom timeline creation
- Custom floor plan creation
- 1 Venue Walkthrough
- Review & receive copies of all vendor contracts
- Introductory email to all vendors to confirm contract details, delivery time, set-up/breakdown, returns, etc.
- Lead coordinator will become the main point of contact for vendors starting at the 2-month mark to ensure you are stress-free
- Couple to receive a customized item/decor checklist to ensure all essential items are accounted for on the wedding day
- Couple to receive updates on progress/vendor confirmations

## WEDDING DAY

- 1 Lead coordinator for the entire wedding (1 Assistant may accompany)
- **Unlimited hours** of wedding day coordination (Additional \$250/hr past midnight)
- Assist the bride & groom as needed throughout the day
- Set up of personal items (Card box, guestbook, place cards, ceremony programs, bride & groom flutes, koozies, champagne flutes, etc.)

## WEDDING DAY CONTINUED

- Floor plan management
- Timeline execution
- Day-of run-through rehearsal at ceremony site
- Cue family, wedding party, & bride for ceremony
- Collaborate with venue staff
- Point of contact for all vendors & family members
- Ensure vendor arrival, deliveries, & supervision of set-up
- Distribute wedding florals (All bouquets, corsages, & boutonnieres)
- Distribute dance floor props if applicable
- Manage faux/grand exit props
- Solve any issues that may arise
- Access to our wedding day necessities kit (Tide pen, hair spray, bobby pins, perfume, command hooks, scissors, etc.)
- Collect and organize all items and ensure they are given to the designated family member at the end of the wedding
- Ensure getaway car/ride is ready to go at the end of the event
- Distribute vendor thank you cards/gratuities