



YOUR HEART'S DESIRE

Weddings and Events

*W*edding Assistance

1 Lead Planner; 1 Assistant

Venue Selection

- Offer suggestions of venues that match your search criteria according to number of guests, budget, location, and any other special requirements you may have

Booking & Selecting Core Wedding Vendors

(including Officiant, DJ/Band, Musicians, Florist, Photographer, Videographer, Invitations, Baker)

- Referral of vendors within budget range and other requirements indicated
- Review vendor contracts

Budget & Payment Assistance

- Provide a payment schedule of final balances due
- Provide assistance with Gratuity Suggestions

Final Preparation Essentials

- Create Ceremony & Reception Diagram
- Attend final walk-thru of the venue
- Assist in formatting the final Guest List with seating assignments and menu selections for the Caterer
- Contact vendors one week before the wedding to verify arrival/delivery times
- Provide detailed timeline of wedding day, including schedule of events & arrival times of contracted vendors
- Conduct wedding rehearsal
- Check ceremony and reception sites before guests arrive to ensure that they are set up correctly
- Supply day-of "emergency kit"
- Coordinate wedding day from at least two hours prior to the wedding ceremony until the last major event of the reception (typically cake cutting)
- Be a communication point between all vendors on the day of the wedding, keeping in mind YOUR requests and expectations
- Distribute final payments and gratuities to vendors as necessary
- Assist and/or facilitate such duties as: putting accessories in place, bustling the wedding gown, pinning corsages & boutonnieres, assist in decorating and placing favors, etc.