





"PROFESSIONAL COORDINATE SERVICES"

This coordination Package provides Professional wedding day management and last minute planning assistance.

e Planning Service Process

- Ongoing communication with consultant via phone or e-mail
- Vendor recommendations
- One venue walkthrough meeting to discuss your vision of the decoration and flow event
- Reception and ceremony layout Plan Design
- Event Itinerary layout
- Contact all of your vendors to confirm delivery and set up time

Wedding Day Coordination Services

- Ceremony coordination & Reception Set Up (Will ensure the decoration & reception are set up are exactly according to your wishes)
- · Vendor confirmation and coordination for the day of the wedding
- Provide Vendor timeline for all vendors and supplies

