



Platinum Wedding Coordination Package

The platinum package is perfect for the bride who wants guidance from start to finish. All of the details that go into making a wedding truly memorable are covered. We interpret your dream for your wedding and bring it to reality, exceeding your expectations.

Pre-Wedding Planning

- Initial consultation with bride and groom to discuss their wedding
- Monthly planning meetings
- Assistance with budget preparation
- Help with color scheme, theme, and style of wedding and invitations
- Input on selection of wedding attire and accessories
- Personal planning sessions with vendor referrals
- Assist with site tours and selection of ceremony/reception venues
- Vendor contract review
- Prepare timelines of events for both bridal party and vendors
- Confirm with all vendors one week prior to wedding

Wedding Rehearsal

- Distribute wedding timelines to wedding party, officiant, and vendors
- Choreograph wedding ceremony, processional, and recessional
- Final collection of wedding items to be set up on wedding day

Day-of Wedding Coordination

- Arrive at ceremony site 2-3 hours before wedding
- Greet vendors, receive deliveries, and be point of contact
- Oversee and direct wedding and reception
- Coordinate start times with musicians
- Pin flowers on groom and attendants
- Distribute bouquets and corsages to bride, attendants, and family
- Distribute toss items to guests at ceremony or reception
- Line up wedding party and cue ceremony
- Ensure best man/maid of honor have rings
- Retain marriage license for officiant
- Set up photos, collages, guest book and pen
- Make sure reception is set-up as planned: champagne flutes, cake cutting utensils, kids table, candles lit, etc.
- Arrange place cards and favors as assigned
- Coordinate the transfer of flowers, security of gifts, and guest book to the reception, if applicable
- Direct bridal party and family for photographs
- Bustle gown and arrange grand entrance
- Cue bride, groom, and musicians for first dance, cake cutting, bouquet/garter toss, toasts, and dances
- Distribute final payments/gratuities, as needed, to vendors
- Arrange for boxing of wedding cake to give to designated person
- Preparation of couples "to-go" meal
- Coordinate collection of gifts, guest book, and personal items
- Arrange for all personal items of bride and groom to be given to designated person
- Access to full bridal "Emergency Kit"
- Access to rental items provided by Always Elegant Weddings & Events

BASE PRICE: \$1,295

Additional charges may apply depending on the size and complexity of the wedding.

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