



## **Silver Wedding Coordination Package**

The perfect wedding package if you've done all the planning and want your wedding coordinator to ensure your rehearsal and wedding run like clockwork.

### **Pre-Wedding Planning**

- Initial consultation with bride and groom to discuss their wedding
- At least one planning meeting
- Prepare rehearsal itinerary and wedding day timelines for bridal party and vendors

### **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
- Coordinate start times with musicians for ceremony
- Pin flowers on groom and attendants
- Distribute bouquets and corsages to bride, attendants, and family
- Line up wedding party and cue ceremony
- Ensure best man/maid of honor have rings
- Set up guest book and pen
- Make sure reception is set-up as planned: champagne flutes, cake cutting utensils, candles lit, etc.
- 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
- Arrange for all personal items of bride and groom to be given to designated person
- Access to full bridal "Emergency Kit"

BASE PRICE: \$695

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

**Always Elegant Weddings & Events**

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