



Gold Wedding Coordination Package

Pre-Wedding Planning

- Initial consultation and at least three planning meetings
- Prepare rehearsal itinerary wedding day timelines 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 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, champagne flutes, cake cutting utensils, kids table, make sure reception is set-up as planned, 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, and toasts
- 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"

BASE PRICE: \$2,000 Additional charges may apply depending on the size and complexity of the wedding.

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