



Premier Day of Package

The Day of Package was created for the Bride who has all of her planning complete but would like the benefit of having a professional coordinator to ensure a smooth running ceremony and reception allowing herself and her family to fully enjoy the wedding day.

pricing and SERVICES

One Hour Initial Consultation
One Hour Consultation to Finalize Planning
Two Hours Behind the Scenes
Five Hours of Service on Wedding Day
Nine Hours or More

complimentary CONSULTATION

Review Wedding Ceremony and Reception Ideas
Review Secured Vendors
Review Wedding Day Style, Theme and Size
Review Budget and Planning Organization
Bride Associates Services Presentation

final planning CONSULTATION

Create Wedding Day Timeline

- Order of Processional
- Placement of Songs, Prayers, and Readings
- Outline of Vows and Unity Service
- Order of Recessional
- Bridal Party Introduction
- Specialty Dances
- Dinner Outline
- Cake Cutting and Toast
- Garter and Bouquet Toss
- Bride and Groom Grand Exit
- Vendor Setup and Arrival Time
- Pre Ceremony and Post Ceremony Photography Outline

Make Suggestions on Personalizing Ceremony and Reception
Create Ceremony Seating Arrangements for Family and Guests
Create Outline for Bride Associates To Do's
Finalize Reception Room Layout and Floor Plan

behind the scenes PLANNING

Unlimited Phone Calls and Emails
Prepare Detailed Wedding Day Timeline
Prepare Rehearsal Outline for Wedding Party
Prepare Vendor Contact Information
Phone each Vendor to Confirm Setup Time and Services
Confirm with Vendors Date, Time and Location of Events

Address Questions, Directions and Delivery with Each Vendor
Email or Fax Wedding Day Timeline to Vendors
Email or Fax Wedding Day Timeline to Wedding Party
Email Rehearsal Outline and Reminder to Wedding Party
Confirm Receipt of Wedding Day Timeline
Review Vendor Final Payments

pre ceremony and reception COORDINATION

Welcome Vendors, Wedding Party and Guests to Ceremony
Supervise Setup of Ceremony Rentals
Supervise Setup of Ceremony Flowers
Supervise and Direct Photographer and Videographer Setup
Supervise Setup of Musicians and Vocalist
Coordinate with Ceremony Location Coordinator
Arrange Guestbook Table and Programs
Set-up of Unity Candle and/or Memorial Candles
Advise Ushers of Proper Seating of Special Guests and Family
Coordinate Pre Ceremony Photos with Photographer
Distribute Flowers to Wedding Party and Family Members
Pin Boutonnieres and Corsages on Wedding Party and Family
Assist Wedding Party with Last Minute Details and/or Changes
Confirm Possession of Rings Prior to Ceremony
Supervise Vendor and Facility Setup
Transfer Guest Book from Ceremony to Reception
Set up Sign In Table with Guest Book at Reception
Set up Bridal Portrait and Engagement Photos
Set up Cake Table with Toasting Flutes and Cake Cutting Set
Set up Table Numbers, Escort Cards and Place Cards
Set out Favors, Candles and Menus on Guest Tables
Additional Setup by Bride Associates as Discussed in Contract

ceremony and reception COORDINATION

Line Up Bridal Party and Family for Processional
Cue Musicians for Entrance of Processional
Make Sure Bridal Party and Family's Attire are in Place
Cue Bridal Party and Family to Enter into Ceremony
Straighten Veil and Bustle Bride's Gown
Assist with Late Arrivals/Distractions that Disrupt Ceremony
Be Prepared with Wedding Day Emergency Kit
Line up all Bridal Party for Announcements at Reception
Maintain & Coordinate Time Line for All Events
Cue Bride & Groom, Best Man, and Parents for Special Events
Deliver Final Payments and Tips to Vendors If Applicable