



Faith Package

The Faith Package is designed for the Bride who needs assistance in every aspect of the wedding planning process. With the Faith Package, you will realize the full benefits of hiring a wedding consultant, every detailed will be covered and executed with perfection.

pricing and SERVICES

- One Hour Initial Consultation
- One Hour Planning and Design Consultation
- One Hour Consultation to Finalize Planning
- One Hour Reception Site Tour
- Twenty Two Hours Behind the Scenes
- Eight Hours of Vendor Meetings
- One Hour Rehearsal Coordination
- Unlimited Wedding Day Coordination
- Forty Five 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

initial planning CONSULTATION

- Discuss Planning Checklist
- Organize your Wedding Binder
- Complete a Wedding Budget Analysis
- Discuss Sample Wedding Budget
- Discuss Personal Touches for Wedding
- Design Wedding Ideas with Couple
- Discuss Vendor Preferences

behind the scenes PLANNING

- Unlimited Phone Calls and Emails
- Prepare Detailed Wedding Day Timeline
- Prepare Rehearsal Outline
- Prepare Vendor Contact Information
- Phone each Vendor to Confirm Setup Time
- Address Vendor Questions
- Confirm Directions/Delivery with Vendors
- Email /Fax Wedding Timeline to Vendors
- Email /Fax Timeline to Wedding Party
- Email Rehearsal Outline to Wedding Party
- Confirm Receipt of Wedding Day Timeline
- Review Vendor Final Payments
- Create and Maintain Expense Sheet
- Create a Calendar for Vendor Payments
- Assist with Rehearsal Dinner Arrangements
- Assist with Hotel Arrangements for Out of Town Guests
- Etiquette Guidelines
- Assist with preparing a Seating Chart
- Confirm Out of Town Guest Accommodations
- Schedule Appointments for Wedding Party

vendor RECOMMENDATIONS

- Unlimited Vendor Recommendations
- Assist in Selection of Vendors
- Set up Appointments with Vendors
- Evaluate Vendor Contracts
- Attend Vendor Meetings when Available

final planning CONSULTATION

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

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 Guestbook and Program Attendants
- 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
- Arrive One Hour Prior to Reception to Greet Vendors
- 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