



## Hope Package

The Hope Package is designed for the Bride who has completed some planning but would like the benefit of having professional guidance and vendor recommendations during the planning process while also pulling all the details together while enjoying the months of planning and the day of her wedding. .

### *pricing and* SERVICES

One Hour Initial Consultation  
One Hour Consultation to Finalize Planning  
One Hour Reception Site Tour  
Seven Hours Behind the Scenes  
Five Hours of Vendor Meetings  
One Hour Setup for Ceremony  
Two Hours Setup for Reception  
One Hour Rehearsal Coordination  
One Hour Ceremony Coordination  
Four Hours Reception Coordination  
One Hour After Reception Supervision  
Twenty Five Hours or More

### *complimentary* CONSULTATION

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

### *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  
Etiquette Guidelines  
Confirm Out of Town Guest Accommodations

### *vendor* RECOMMENDATIONS

Choice of Five Vendor Recommendations:

- Ceremony and Reception Location
- Ceremony / Reception Music
- Florist
- Photographer
- Videographer
- Bride and Groom's Cake
- Hair and Makeup Artist

Evaluate Vendor Contracts  
Set up Vendor Meetings & Attend when Available

### *final planning* CONSULTATION

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  
Create Wedding Day Timeline for Wedding

### *pre ceremony and reception* COORDINATION

One Hour of Rehearsal Coordination  
Ten Hours of Wedding Day Coordination  
Arrive One Hour Prior to Ceremony  
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 Prior to Vendor Setup at Reception  
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 the Ceremony  
Be Prepared with Wedding Day Emergency Kit  
Line up all Bridal Party for Announcements at Reception  
Maintain and Coordinate Time Line for All Events during Reception  
Cue Bride and Groom, Best Man, and Parents for Special Events  
Deliver Final Payments and Tips to Vendors If Applicable