



## **Bronze Level Wedding Coordination**

### **COVERAGE AMOUNT**

- Wedding Day Coordinator & Wedding Assistant Coverage (Up to 7 hours)
  - Your coordination team will arrive to the ceremony venue one hour prior to the ceremony time.
- Coordinator will conduct the wedding rehearsal (Up to one hour)

### **PLANNING ASSISTANCE**

- Unlimited emails with your coordination beginning two-months out.
- Complimentary Zoom consultation to go over details at two-months out

### **WEDDING PARTY CONCIERGE**

- Provide the wedding party with a detailed ceremony overview including procession, altar and recession standing order
- Provide wedding day timeline to the wedding party and appropriate family members.
- Direct the wedding party so they are in the proper place at the proper time
- Primp bridal dresses prior to walking down the aisle, bustle for reception
- Provide wedding emergency kit

### **DETAIL MANAGEMENT**

- Setup personal display table decor for escort table, guestbook table, gift table and memory or favor tables. (tabletop only, no hanging décor (limit of five (5) 16 gallon totes or equivalent size boxes)
- Coordinate all dynamic facets of your day into a seamless event
- Attend to guest's needs & inquiries during the wedding
- We will provide the forms you need to fill out to ensure we have your details accurate.
- Ensure the décor provided by venue and florist appears as anticipated
- Coordinate events and announcements throughout the reception dinner

### **VENDOR COORDINATION**

- Provide wedding day timeline and couple event details to vendors
- Confirm all final details the week prior of the wedding
- Deliver payments and gratuity checks to vendors requiring payment the day of the wedding