

♥ **Selections are only available with Emerald Package**

Color

Theme

Décor Design

- ♥ Preferred Service Vendors-Our Top 3 Vendors
  - ♥ Stationary- \*You provide the addresses, and we'll mail for you.
  - ♥ Wedding Attire- Bride/Groom
  - ♥ Guest List Management
  - ♥ Lodging-Blocking Rooms
  - ♥ Transportation-Bridal
  - ♥ Toast/Vows- Assistance with writing if desired
  - ♥ Personal Touch- We will make all requested appointments for you.
  - ♥ Guest Activities
  - ♥ Event Favors/Sharing Gifts
  - ♥ Day After Brunch
  - ♥ Bridal Shower
  - ♥ Bachelorette Party
  - ♥ Bachelor Party
  - ❖ Additional event (Subject to additional charges)
- Security  
Vendor Timeline  
Gifts/Cards delivered to destination Person  
Guest Activity Research/Coordination  
On-Site Coordination  
Photo Shoot Coordination

**Day Of Event- Wedding**

Ceremony site set up

Set-up Programs/and Guest Book

Point of contact for Officiant and Musician, Photographer

Set out Isle Runner with Ushers

Coordinate/Direct Wedding Processional

Point of contact for guests

Direct guests to reception area

**Day of Event- Reception**

Coordinating with all vendors 2 Weeks before event

Arrive and meet each vendor at event

Coordinating and assisting with Set up/Break Down

Check in with Bride and Groom

Directing Receiving Processional of Bridal Party

Reception Timeline for all vendors

Point of Contact with DJ/Band for special Dances and Announcements

Set up accessories-Guest book, Place cards. Favors

Point of contact for vendors

Assisting Wedding Party and Guests as needed

Distributing Flowers/Boutonnieres

Dealing with any issues that arise

Providing Stocked Hiccup Bag- (Pins, Band-Aids, tissue, thread...)