



PLANNING • DESIGN • PRODUCTION

## OUR FULL SERVICE COORDINATION PACKAGE

We will create, schedule, organize, manage, coordinate, & execute your even down to every last detail with your approval on all of the planning stages.

### The Planning

- Unlimited communication via email/phone for guidance.
- Friendly reminders on planning checklist.
- Creation of CAD layout for guest seating.
- Coordination with vendors on event requirements.
- Creation of a detailed timeline.
- Assurance of inclusive details and logistics cross-check.
- Confirmation of final guest count.
- Review and management of vendor deposits.
- Create a timeline from start to finish for the big day.
- Design, Decor, & Logistics management.
- Vendor Selections: Caterer, Photographer, Venue, Entertainment, Florist, etc...
- Final review meeting 7-10 days before the event.
- Overseas final inspection of venue.
- Supervision of wedding ceremony rehearsal (up to 2 hours).

### The Big Day (~ 12 hours)

- Supervision and coordination of vendor load-ins.
- Oversight of event setup based on client's design.
- Placement of personal items.
- Pinning corsages on groom, groomsmen, and family members.
- Point person during the wedding ceremony.
- Assistance post-ceremony for photos and refreshments.
- Directing guests to the cocktail reception.
- Managing issues for guests and vendors during the event.
- Distributing vendor payments and gratuities.
- Collection and placement of personal items at the end of the event.
- Final venue inspection after the event.

### A La Carte Services (upon request)

- Set up and break down services.
- Decorating/lighting/AV.
- Valet/parking attendants.
- Wait staff and bartenders.
- Coordination/management of rehearsal dinner.
- Coordination/management of day-after event brunch



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