



Engaged

EVENT MANAGEMENT

Wedding Management Package

Investment starts at \$3200

Planning & Logistics Assistance

- Email correspondence, answering questions, providing direction and feedback along with knowledge sharing related to wedding preparations beginning immediately
- Vendor recommendations, if needed
- Vendor contract review for those already booked
- Sharing of Pinterest and Canva inspiration boards

One Month Before: Details Meeting

- 2-hour on-site venue walkthrough meeting with venue and catering manager
- Creation of comprehensive wedding day timeline, set up instructions, inventory list and contact information documents
- Review ceremony, cocktail hour and reception floor plans including contingency plans

Two Weeks Before: Vendor Check in

- If not previously in contact, initiate conversations with all vendors to confirm details and logistics
- Send finalized timelines and set up instructions to your vendors
- Serve as a new point person and remain in communication with all vendors

Wedding Week Management

- 1-hour phone or video call check in for any last-minute coordination assistance
- Management of and attendance at ceremony rehearsal
- Confirm any final updates and provide arrival instructions
- Creation of condensed timeline shared via text to wedding party and VIPs

Wedding Day Management

- Up to 12 hours of on-site coordination
- Includes 1 Lead Manager, at least 2 Assistant Managers and a wedding attendant for wedding parties larger than 8 people
- Unlimited phone, text and email support starting at 7:00am
- Confirm arrival of all vendors
- Manage wedding party and guest transportation
- Assist with any dressing details (buttoning dress, pinning boutonnieres, etc.)
- Distribute flowers to wedding party and family members
- Certify ceremony set up is fully executed
- Orchestrate ceremony including processional line up and cueing musicians
- Certify cocktail hour and reception set up is fully executed
- Manage reception's sequence of events (introductions, toasts, dances, etc.)
- Maintain contact with vendors throughout the entire day
- Aid all guests with provisions from fully stocked emergency kit
- Resolve ad hoc issues that may arise
- Deliver final payments and gratuities to vendors
- Gather gifts and non-personal wedding supplies at end of the evening