

Meet in the Middle

\$2,100



PLANNING COVERAGE:

- Initial consultation with the bride and groom, complimentary
- Up to 10 hours of professional consultation time throughout the planning process
- Help to prepare and understand the event budget and provide etiquette advice
- Respond to unlimited emails and phone calls
- Full list of preferred vendors with pre-negotiated discounts
- Prepare a planning timeline and checklists
- Assist with menu selection and negotiation with venue
- Assist with selecting a color scheme, theme and style, décor, centerpieces, and vendors
- Assist with program design
- Create comprehensive timelines of the ceremony and reception
- Ongoing updates with clients about vendors services/timelines etc.
- Final meeting covering all details with client. This two-hour planning meeting will include:
 - Ceremony planning, seating, processional, recessional, placement
 - Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors
 - Final walk-through with client at selected sites month of the wedding with venue coordinator present, if possible
- Assistance with room layout and seating arrangements
- Provide timeline to vendors, appropriate family members, and members of the bridal party
- Create an essential shot list for photographer
- Final one-hour consultation with caterer the month of wedding
- Confirm vendors (delivery times, items being delivered, etc.) the week prior to the wedding
- Act as the point of contact for the wedding day vendors two weeks out

REHEARSAL COVERAGE:

- Present at rehearsal and will plan and conduct rehearsal to ensure it flows smoothly and to answer any questions
- Coordinate with ministers, DJs, musicians, soloists, readers, etc.

DAY OF COVERAGE:

- Up to 12 hours of assistance on day of wedding (2 coordinators)
- Coordinate all dynamic facets of your day into a seamless and polished event: vendor management, attend to guests needs and inquiries, facilitate solutions to unexpected challenging situations that may arise, etc.
- Assist bride and groom as needed throughout the wedding day
- Oversee all wedding day deliveries
- Assist with photo line-ups
- Ensure the design of the venue appears as anticipated
- Take care of Kiddush Cups, make sure Chuppah is set-up properly and coordinate Ketubah signing (if applicable)
- Attend to favors, place cards, guestbook, card box, unity candle etc.
- Assist with snacks and beverages for the bridal party
- Organize and distribute all personal flowers
- Direct the wedding party so they are in the proper place at the proper time
- Provide wedding emergency kit and handle all last minute needs

- Deliver payment to vendors requiring payment the day of the wedding
- Line up groomsmen and bridesmaids
- Fix all dresses prior to walking down the aisle
- Transport all personal items from ceremony to reception
- Coordinate events and announcements throughout the reception with DJ
- Organize the bridal party and guests for the Grand Entrance and Exit
- Ensure that reception food service runs smoothly and desserts are replenished
- Collect gifts, toasting flutes, cake cutting set, guestbook, unity candle and pictures and pack in specified vehicle
- Up-Lighting Included