

Enchanted Weddings & Events

Wedding Day Management & Coordination \$1,595

"Wedding Day Management" We start working with you *two months* from your wedding date to tie up loose ends and finalize your details. Then you will have our professionals to coordinate your plan and vision for the wedding day. We will ensure everything runs smoothly and unfolds seamlessly on your special day.

- Coordinator and Assistant for Ceremony & Reception
- Unlimited Email and phone consultations 60 days prior to your event.
- Attend one face to face meeting or venue walkthrough.
- Meet prior to wedding day to receive items for the reception décor if needed.
- Create Timeline
- Client to create vendor contact list. (Worksheet provided by Coordinator)
- Contact all vendors prior to the event to ensure they are familiar with the timeline, floor plan and responsibilities.
- Accept Vendor deliveries from (cater, cake, all rentals etc.)
- Issue Management, Our team will handle any unexpected issues on site
- Set up and Breakdown, Ensure setup of décor, centerpieces, favors etc.
(Exclusions: arrange or assemble clients live florals, DIY photo backdrops, Arches or electronics)
- Décor items in my inventory for a small rental fee (card box, cake stand, cake knife & Server, easels, table numbers etc.)
- Coordinate timeline for the flow of the reception with vendors
- Organize Late Night Cleanup –First in last to leave!

Ceremony

- Coordinator for Ceremony Processional
- Coordinate setup & breakdown for the Ceremony

Attend & Coordinate Rehearsal \$100

Additional 2nd Ceremony offsite \$300

Additional staffing fee for over 150-200 \$200

Additional staffing fee for over 200-250 \$200

Non-Refundable Deposit \$500