

Wedding Day Management

Our **Wedding Day Management** services start at \$1495 and are determined by:

- the location(s),
- number of hours on-site
- number of staff (typically 1 to 2 coordinators) requested **or** required to coordinate your event
- the level of service you select

The list below highlights **10** essential features and services that we most often incorporate into our **Wedding Day Management** packages. We believe that every wedding is unique, so we will customize a package just for you, and then you will only pay for the features and services you select:

- Consultation(s) prior to the event (flex time which can be used for vendor referrals, etiquette advice, assess technical & production issues, and budget management)
- Unlimited support via phone and email
- Vendor confirmations and coordination
- Preparation of schedules and other essential information specific to your event
- Attend final meeting with the Catering/Banquet Staff, or perform a walk through (site inspection) with vendors
- Direction of the Rehearsal
- Direction of the Ceremony
- Coordination of the Reception
- AFFA staff to install decor or set up personal items and accessories
- And, of course... a Professional Bridal Consultant with an emergency kit

Our style conscious brides and event clients also hire us to assist in arranging and coordinating the following specialized services:

- Lighting design and production to enhance the look of your reception (wall washes, gobos, etc.)
- Design and printing of programs, menus, table accents and place cards to complete the look of your wedding (give your ceremony and reception that magazine-style look!)
- Aisle runners (custom colors, lengths and styles for any location, available for rent or purchase)
- Complete atmospheric design (incorporating furniture, linens, room draping, video and plasma screens, special effects and entertainers to enhance the style and formality of your event)

2009

Creative Project Management for Events®

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