

## Butter Cream Frosting

From Engagement Ring to Get-Away Car wedding planning and coordinating, our butter cream package is for couples who want to turn over their wedding plans to Icing on the Cake Events. The couple can leave everything up to us, if they like, or simply let us handle all the details however big or small they are, while they give us their opinions before the final decision is made. This package is perfect for couples in the early stages of their wedding planning, couples who are having a destination wedding, are too busy to plan their wedding, want a unique, creative and elegant wedding but don't have the ideas, or are working on a small budget and need to fit it all in! We offer all of our assistance and expertise, pre-wedding consultations, assistance in meeting with vendors at the necessary location, wedding rehearsal coordination, and full coordination of the wedding day.

### *Pre-Wedding:*

- Design help to bring all your ideas to the discussion
- Color & Theme Coordination
- Assistance in selection of all vendors such as photographers, flowers, invitations, etc. to keep the theme cohesive and the budget in tact
- Assistance in managing your budget and expenses
- Assist in scheduling any personal appointments needed.
- Vendor relations and contract management
- Coordination of rental items
- Diagram and illustrations for set-up
- Creation of a timeline for wedding party, bride and groom, vendors and set-up
- Advice on activities and coordination of out of town guests including suggestions for lodging
- Keep in contact with wedding party and attendants to coordinate continued duties during wedding planning
- Assist in scheduling any personal appointments needed.
- Coordinate with officiate for qualifications to get married.

### *Rehearsal Day:*

- We will provide you with coordination of your wedding rehearsal to insure that the rehearsal is perfect, functional, and that people are absolutely sure of where/when they will be in the wedding.
- Instruct participants on responsibilities and conduct for the wedding.
- We will provide detailed schedules (which we have decided on prior to the rehearsal) for all of your wedding party, parents, officiate, vendors, etc. This will clarify when certain members need to arrive, and who should be where and when.
- Any decorations and last minute preparations that need to be accomplished can be completed by our staff.
- Collect any outstanding payments to vendors that will need to be delivered on wedding day.
- Obtain a list of photos for the photographer
- Organize deliveries for wedding day
- Collect and Organize wedding items such as ring pillow, unity candles, guest book and other items
- Confirm the location of the marriage license
- Make sure all wedding attire fits, is ironed, and ready to go for the wedding.

### *Ceremony and Reception:*

- Have a "tool box" of wedding needs for mishaps, mistakes, forgottens, etc.
- Oversight of ceremony and reception set-up
- Place wedding items in appropriate locations for ceremony and reception.
- Coordinate the wedding events from the beginning of the day.
- We will act as the main contact for any questions regarding the wedding events, decorations, scheduling, etc.
- Intervene and counsel anyone out of line.
- Keep people, including family members in line, act as the negotiator for all questions and arguments
- Maintain the schedules and itineraries that we have put drawn up.
- Conduct vendors on where they need to go, and be and what time, we will be your vendor "middle man"
- During the ceremony, we will coordinate the music, attendants, ushers and family members
- Make sure all family members are seated in proper seats.
- Maintain the reception schedule so music, events such as cutting the cake, are all done on time.
- Get the list of songs to DJ or Band with a schedule on when they should be played.
- Act as the greeter of guests and direct them where to go.
- Distribute all vendor payments we collected on rehearsal day.
- Oversee the collection of wedding gifts~ coordinate any shipping of gifts
- Arrange for break down and clean-up of reception and ceremony.
- Collect various mementos, i.e. program, wedding favors, confetti, etc. for bride and groom
- Re-collect wedding items to assure they get back to the bride and groom