

## Vanilla Frosting

Our basic package is for couples who know how they want their wedding to look and feel, but just don't know how to get started. This package is for couples that want to be involved in almost every aspect of their wedding planning, but need some direction. We offer pre-wedding consultations, wedding rehearsal coordination, and full coordination of the wedding day.

### *Pre-Wedding:*

- We offer two pre-wedding consultations with this package to make sure you're on track. These can be scheduled when it is most convenient for you, yet we will suggest opportune times in your wedding planning for you to meet with us.

### *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