



www.icingonthecakeevents.com | icingonthecakeevents@gmail.com  
Abby Turner ~ (406) 924-9884

**Contact us for an initial consultation to meet your planner and get information about pricing. We love to sit down with our potential clients to get to know you before we design our services around your style and needs.**

### **Full Event Planning & Coordination**

From Engagement Ring to Get-Away Car, all of the details are covered in this package. You can rely on Icing on the Cake Events to work with you on every aspect of your wedding. We'll give you tips and tricks along the way while we help you plan your dream wedding, all while staying within budget. 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 in our beautiful state; want a unique, creative and elegant wedding but need help pulling it all together or are working on a tight budget and need to fit it all in! We offer all of our assistance and expertise, pre-wedding consultations, 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.
- Collect any outstanding payments to vendors that will need to be delivered on wedding day.
- Collect and organize wedding items such as ring pillow, unity candles, guest book and other items for the ceremony
- 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 until the end of the reception.
- We will act as the main contact for any questions regarding the wedding events, decorations, scheduling, etc.
- Keep people, including family members calm and happy, act as the negotiator for all questions and arguments
- Maintain the schedules and itineraries that we have 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 and special events, 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, OR direct Ushers in their duties
- Distribute all vendor payments we collected on rehearsal day.
- Oversee the collection of wedding 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

***We recommend the Ala Carte Options added to any Day-Of Coordination Service in order to better help you create the wedding of your dreams!***



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### **Day-of Coordination**

Have you wondered how you're possibly going to get everything done on your wedding day and enjoy it all? We are here to help! Let Icing on the Cake Events take all your carefully planned details and put them into action. We'll gather your vendors, creating a great team to execute your dream wedding. Couples shouldn't have to worry about getting everything done while enjoying their day. Day-Of Coordination includes meeting your consultant to get all of the details and information, unlimited e-mail and phone call conversations, but most importantly wedding rehearsal coordination, and full coordination of the wedding day.

**\*\*Need a little extra help? See our Ala carte options**

### **Here's what's included!**

#### ***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.

- Obtain a list of photos for the photographer
- Any decorations and last minute preparations that need to be accomplished can be completed by our staff.
- Organize deliveries for wedding day

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**Ala Carte Options—priced per option, can be added on at any time in the planning process**

We feel that every couple should have professional help on their wedding day, but sometimes it helps to add a little additional expertise while planning your wedding. Any of these items can be added to day-of coordination in any combination you might prefer!

**Floral Design** - For brides that want to order bulk flowers and need help putting them together. We will also help you choose flowers to create a beautiful design

**Event Design** - We'll recommend an over all design, color scheme and personalized details for creating a beautiful wedding

**Budgeting** - We can help you spend your money wisely and help you select vendors in your price range

**Vendor Coordination** - We will recommend vendors that fit your budget, meet with them and help you navigate contracts and more!

**Set-up** - Let us help you do all the heavy lifting on your day of. We'll set all the tables, chairs and more for the ceremony and reception.

**Clean-up** - It's easy to make a mess, but cleaning it up? Leave it to us, so you and your family can leave the party in style!

**Write-up Consultation** - See Wedding Report below.

**Meet and Greet—priced per meeting**

We offer additional consultations, after our initial free consultation, to bride and grooms who would like some more direction, to check in with a professional here and there while they're planning their wedding. Contact us to schedule a meeting or two - whatever you need!

**Wedding Report—priced per report**

Want to get the tips and tricks or ideas from a professional? Meet with us for a couple consultations and we can put together a report for you with all of our suggestions, vendor recommendations, design ideas that will fit your personality and style. Use this information to create the wedding of your dreams.

**The Icing on the Cake—based on hourly event pricing**

Besides what we offer above, we can take care of all the other parties on your plate. Here's a list of the parties and services we can help you create:

- Bachelorette Party
- Bachelor Party
- Bridal Showers
- Engagement Party
- Rehearsal Dinner
- Post Wedding Clean-up
- Post Wedding Events

Hiring Icing on the Cake Events to coordinate your entire wedding experience makes each event beautiful and unique to you! These planning for these events are priced on an hourly basis.