

Wedding Package #1

Affirmation (*Full Planning*)

Your certified coordinator will be your personal assistant throughout the entire planning process managing all details - from selection and assistance in choosing the best vendors, expert advice on etiquette, budget planning and step-by-step guidance and management of the rehearsal, the ceremony and reception; ensuring that every detail is given special attention.

Our package includes:

- Initial consultation with bride and groom
- On-going consultation and advice on etiquette, as required
- Budget development and analysis
- Design, theme and décor concept
- Preparation of schedule/timeline and checklists
- Assist with selection and booking of ceremony and reception venues
- Assist with selection and booking an officiant
- Assist with the design of invitation, and mailing out process
- Assist with selection of wedding party attire and accessories
- Negotiate and book suitable vendors (baker, caterer, florist, photographer, videographer, DJ, limousine etc)
- Review vendor contracts and coordinate with vendors
- Provide information on marriage licence and name change
- Ceremony planning
- Prepare itineraries, seating list and name cards
- Attend and oversee rehearsal (up to 2 hours)
- Prepare responsibility card for attendants
- Direct the processional, recessional and receiving line
- Supervision of wedding day photo session
- Handle remaining vendor payments and gratuities (if required)
- Reception planning
- Coordinate gift collection received on wedding day
- Wedding day coordination (up to 10 hours)
- Provide a stress-free day for the bride and groom

Additional Services

Add the following services to our Affirmation package to receive our **Exclusive Package** or chose any of the following services for an additional fee.

- Pre and/or post wedding parties - engagement, shower, rehearsal dinner, after wedding brunch
- Newspaper announcements – Engagement and/or Marriage announcement
- Assist with RSVP tracking (contact guests that have not RSVP'd by deadline)
- Assist with booking accommodations for out-of-town guests
- Assist with mail out of thank-you cards
- Purchase gifts for bridal party
- Honeymoon planning