



# BRONZE SEED PACKAGE

MONTH/DAY OF THE EVENT

- Unlimited Emails and phone calls throughout the wedding planning process.
- 3 hours, in-person meetings covering event details and to obtain a clear understanding of your vision and requirements for event.
- Unlimited coordination hours on your wedding day.
- Provide a detailed checklist and wedding/ event day itinerary to keep your special day on track, and to establish the flow of events.
- Create a comprehensive event timeline/ itinerary for vendors and event party and distribute accordingly.
- Provide creative advice and suggestions for wedding details.
- Assist with coordination of all vendor details before and during the ceremony to ensure your vision is implemented properly.
- Receive confirmation from all vendors and review vendor contracts.
- Attend the rehearsal to ensure your wedding party understands their responsibilities and are aware of the flow of the ceremony.
- Manage and oversee the day-of the event from "Setup" to "Teardown."
- Provision of complete wedding day emergency bridal kit.
- Manage and address all conflicts and last minute changes throughout the event.
- Ensure bouquets, corsages, boutonnieres & flower girl baskets are distributed timely
- Line up and cue the Wedding party when it's time to walk down the aisle.
- Cueing the musicians.
- Gather wedding party and family members for pictures as needed.
- Give a list to your photographer of all special pictures you require to be taken.
- Direction of proper placement and decoration of programs, table cards, wedding favors, cake table, set up of gift table, guest book, etc.
- Direct your guests to cocktail hour after the ceremony.
- Coordinating with DJ to ensure reception runs according to timeline, and ensuring all announcements are made: grand entrance, 1st dance, cake cutting, bouquet toss, etc.
- Act as your spokesperson to ensure all your needs and wishes are fulfilled.
- Ensure all vendor commitments are fulfilled, and that your vision is executed properly.
- Distribution of vendor payments/gratuities.
- Secure all gifts with a designated person.
- Ensure all personal belongings and wedding decor are gathered at the end of the event and placed in a designated vehicle.

- + securing the date, deposit 20%
- + monthly payment plans offered up to wedding day

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