



Janelle Marie
EVENTS
Flawless and Unforgettable

Simply Enjoy It

This wedding weekend package includes the following:

- * Timeline creation and maintenance
- * Distribute timeline to all vendors
- * Creation and distribution of weekend itinerary to bridal party, key family members, etc.
- * Make final vendor confirmations via telephone
- * Attend and coordinate wedding rehearsal
- * Tend to the reception site prior to the start of the ceremony
 - o Duties include, but are not limited to:
 - Ensure all vendors have arrived and delivered services as contracted
 - Make sure reception is prepared according to your specifications
- * Attend and coordinate ceremony
 - o Duties include, but are not limited to:
 - Check-in and instruct all ceremony vendors
 - Distribute flowers and pin boutonnieres, set out guest book and programs for attendants
 - Secure aisle runner (if needed)
 - Assist with any last minute needs and keep to timeline
 - Provide emergency bridal kit
 - Ensure that snacks and beverages are present for bridal party
 - Manage late guests
 - Assist ushers in seating guests
 - Organize bridal party and family members
 - Prepare bride's gown and train
 - Direct processional
 - Direct receiving line and farewell
 - Ensure marriage certificate is signed and kept safe
 - Assist bride and groom into mode of transportation
 - Clean up and transfer flowers/decorations from ceremony site to reception site
 - Transfer bridal party's items to reception site
- * Attend and coordinate reception
 - o Duties include, but are not limited to:

- Placement of all transferred decorations
- Assist with any needs and keep to timeline
- Direct guests to their seats, assist with gift placement
- Act as your representation for vendor communication
- Assist DJ/entertainment with bridal party entrance, toasts, blessing, the serving of dinner, cake cutting, first dance, bouquet/garter toss and other special moments
- Clean up at end of reception and collect any possessions accidentally left behind
- Ensure that all gifts have been packed up and will be transported to your preferred location
- Ensure that you and your guests have appropriate transportation from the reception site