



Janelle Marie
EVENTS
Flawless and Unforgettable

When You Say "I DO"

This ceremony-only package includes the following:

- * Timeline creation and email distribution to all ceremony vendors
- * Make final vendor confirmations via telephone
- * Attend and coordinate wedding rehearsal
- * 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