



*Janelle Marie*  
**EVENTS**  
*Flawless and Unforgettable*

*Your Day, Your Way*

This package, perfect for the bride and groom who want to plan their own wedding but need some help, includes the following:

- \* Six consultation meetings leading up to the month of the wedding day
- \* Weekly consultation meeting for two weeks leading up to the wedding day
- \* Theme and décor idea generation
- \* Creation and management of *To Do List*
- \* Budget creation and creation of payment schedule
- \* Research of all vendors needed to match your taste and budget
- \* Provide up to 3 vendor recommendations for each category
  - o Including, but not limited to:
    - Ceremony Site
    - Reception Site
    - Florist
    - Cake Baker
    - DJ/Entertainment
    - Caterer
    - Event Rentals/Linens
    - Photographer/Videographer
    - Transportation
    - Invitations/Stationary/Favors
    - Bridal Boutiques
    - Hair and Make-up Professionals
    - Men's Formalwear
    - Hotels
- \* Review all vendor contracts and partake in any vendor negotiations, as needed
- \* Assist with submitting engagement and wedding announcements to preferred newspapers
- \* Assist with the creation of reception floor plan and seating chart
- \* Provide etiquette guidance
- \* Assist with design of ceremony programming
- \* Assistance with applying for Ohio Marriage License
- \* 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 and attend final meetings as needed
- \* Manage vendor payments and distribute final payments and tips on wedding day
- \* 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
    - Supervise decorations, favor and escort/place card placement, etc.
    - 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 for any needs that should arise
    - 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
    - Introduce bridal party entrance, toasts, blessing, the serving of dinner, cake cutting, first dance, bouquet/garter toss and other special moments
    - Will cut and serve cake, if not provided by caterer
    - 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
- \* Meet with you for a final wrap-up meeting