



## **Supreme Coordinating Package**

The Start to finish package! Wedding Rehearsal and Directing/Coordination

### **Short Version**

- 40 to 44 hours of time is allotted in this package
- 14 field trips, consultations with vendors or venue, are included (max 1.5 hrs ea)
- A Time Line will be created to target the details of your day.
- Ceremony rehearsal Coordination is available the day before (max 1.5 hrs)
- We are available to act as your Masters of Ceremony

We recommend the Supreme Coordinating Package for the bride who is planning 9 months and more out from her wedding date.

Hand-tailored packages are also available. Call **832-887-8885** NOW for your complimentary consultation or Email us at [info@WeddingBlissEvents.com](mailto:info@WeddingBlissEvents.com)

## Detailed Version

- 40 to 44 hours of time is allotted in this package. This includes 14 to 21 hours of meetings with you and your vendors or at your venue as well as 24 to 30 man hours on your wedding day.
- 14 field trips, consultations with vendors or venue, are included (max 1.5 hrs ea). You are welcome to combine 2 to 3 field trips to make a day of planning. Additional consultations are available for an additional fee.
- A Time Line will be created to target the details of your day. Approximately two to three weeks prior to your wedding, all vendors are contacted & their delivery and or set up times are confirmed and submitted onto your time line. They are then sent an email with their confirmation. A copy of this will be sent to you for your final approval about two weeks before your date. Your approved time line will then be sent to your vendors the week of the wedding date.
- Ceremony rehearsal Coordination is available the day before (max 1.5 hrs). We will assist you with the line up and flow of the wedding party for your ceremony in the event that the church does not provide this service. This also gives us the opportunity to meet your bridal party as well.
- We are available to act as your Masters of Ceremony. We will make key announcements during your reception such as announcing your wedding party, your parents and grandparents. Additionally, we inform your guest of what's happening next and when such as your cake cutting and toast, first dance, garter toss, bouquet toss, etc.

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**Before your wedding day:**

We will be glad to provide you with as much guidance as you request and more! This will guarantee a seamless execution of your special day!

- We will provide you with a suggested breakdown of what to do during the months before as well as the week of your wedding day.
- Special etiquette suggestions will be made available to you upon request.
- A floor plan of your reception and ceremony site can be produced for you to eliminate any guests flow concerns and seating needs.
- We will provide you with a list of duties for your wedding party and House Party
- Create customized wedding task list just for you.
- A map for your program can be produced for you if needed.
- A list of hotels and transportation options will be sent to you upon requests.
- We will recommend our professional vendors to you and set up all initial appointments.
- We will develop and execute a wedding plan customized to your needs
- A log of our meetings will be kept track of. Any special notes or decisions will be captured and sent to you in a follow up email after each meeting if requested.
- We will be glad to keep track of all your wedding expenses if needed.
- We will review all vendor contracts and make sure that everyone is in sync with your vision of your special day!
- We will be glad to recommend and design a special menu that reflects you as a couple.
- All rental needs will be handled by us, avoiding unnecessary duplicate orders from the various vendors.
- We are glad to assist you in your search for that special dress. We also have fantastic recommendations on your alteration needs.
- Venue and Ceremony selection is our specialty and we will be glad to assist you in your search for the ideal place for your ceremony and reception.
- Your invitation and ceremony program needs can be handled by our expert team. We also can direct you to a special calligrapher for that personal touch.
- We will assist you with your rehearsal dinner, wedding shower, and bachelorette party.
- Maps for your special gatherings will be created for you as needed.
- Tracking your RSVPs is available upon requests.

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### **On your Wedding Day:**

We will keep you on your time line and inform you of what is next. We are also flexible to your needs and will make any last-minute changes if necessary. You will be provided with one wedding specialist and two wedding assistants.

- We will meet and check in all your vendors, making sure your décor and design request are honored. We oversee all deliveries and monitor any set up, making sure they are to your specifications.
- We distribute all personal flowers to your wedding party, place your guest book and pen, and set out your programs.
- We will assist your bridesmaids in bustling your gown before your first dance.
- We will distribute any and all final payments and gratuities at the end of your event for you.
- We make sure your cake top as well as any left over cake is boxed and set aside for you. Instructions on how to properly freeze your cake for your one year anniversary may be provided in your box.
- Your brides maids will be assisted in passing out your bubbles, sparklers, rose petals, etc .for your big exit.
- We will coordinate with the family member(s) you assign to make sure that all your personal affects are properly packed and sent in the right vehicle. This would include your wedding gifts, any photos, your portrait, your toasting glasses and knife set, your wedding bouquet and veil, etc.
- Handle any last-minute emergencies

### **Post Wedding**

- We will follow up with you in an email.
- A follow up of all your vendors will take place within a week after your wedding day.
- A special blog will be created for you on our site
- A final Post Wedding “To Do” list will be sent to you to tie up any loose ends if applicable.

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