



## Supreme Coordinating Package

### The Details:

- 60-64 hours of time is allotted in this package. This includes 15 to 22.5 hours of meetings with you and your vendors or at your venue as well as 34 to 41.5 man hours on your wedding day.
- 15 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. Vendors are then sent an email with their confirmation. A copy of the time line 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 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 guests of what's happening next and when, such as your cake cutting and toast, first dance, garter toss, bouquet toss, etc.

**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! This guidance can include:

- A suggested breakdown of what to do during the months before as well as the week of your wedding day.
- Special etiquette suggestions.
- A floor plan of your reception and ceremony site to eliminate any guest flow concerns and seating needs.
- A list of duties for your wedding party and House Party.
- A customized wedding task list just for you.
- A map for your program can be produced, if needed.
- A list of hotels and transportation options.
- Recommendations for professional vendors with the option to set up initial appointments.
- Development of a wedding plan customized to your needs
- A log of our meetings with any special notes or decisions will be captured and sent to you in a follow up email after each meeting, if requested.
- A record of all your wedding expenses, if needed.
- A review of all vendor contracts to make sure everyone is in sync with your vision of your special day.
- A special menu designed to reflect you as a couple.
- Procurement of all rental needs, avoiding unnecessary duplicate orders from the various vendors.
- Assistance in your search for that special dress or suit, and recommendations for any alteration needs.
- Venue and Ceremony selection - This is our specialty! - assisting you in your search for the ideal place for your ceremony and reception.
- Design of your invitations and ceremony programs, or referrals to a special calligrapher for that personal touch.
- Assistance with your rehearsal dinner, wedding shower, and bachelorette party.
- Maps for each special gathering, as needed.
- And tracking RSVPs is available upon requests.

### **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.

We recommend the Supreme Coordinating Package for the Couple who is planning 9 months and more out from their 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)