

# Lavish Events and Prints by Talia

Month of Coordination package  
starting at \$1600



# Month Prior Consultation

- Consultation with the bride and groom a month before to review the planning you've done to date and to discuss any details you may have forgotten
- Provide recommendations on any services or items you may have forgotten
- Review of all vendor contracts and ongoing communication with vendors regarding their services and your wedding day expectations
- Confirm and coordinate details and logistics with your vendors, ceremony speakers and other service providers
- Final walk-through of ceremony and reception sites and discuss floor plans and make suggestions on how to execute your vision
- Assist with final checklist to ensure you have accomplished everything to make your special day absolutely perfect
- Help you create a wedding day itinerary that includes items for your wedding vendors and bridal party
- Conference call or meeting with the reception musicians to discuss the flow and order of the reception
- Hold a final meeting the week of the wedding to discuss the wedding day timeline
- Collect all of the items for the wedding before the big day such as: card box, guest book, favors, toasting flutes, place cards, etc..

## Wedding Rehearsal Day

- Full coordination of ceremony rehearsal and instruction on-site the day before or the morning of your wedding
- Processional instructions and etiquette advice on seating of family.
- Coordination of wedding party processional, recessional and location during the ceremony

## Wedding Day

- Complete wedding day coordination with one to two "day of wedding" coordinators (dependent on event size)
- Overseeing and directing the ceremony and reception.
  - Including, but not limited to:
    - Greeting and directing vendors
    - Distributing copies of your wedding day itinerary to all vendors
    - Allocation of final payments to all vendors
    - Overseeing proper set-up of the ceremony and reception locations
    - Essential wedding day emergency kit
    - Ensuring proper placement of seating cards, wedding favors, programs, etc

# Wedding Day continued

- Greeting your guests and directing them to the ceremony area
- Lining up and cuing wedding party for ceremony processional
- Ensuring musicians are cued for correct pace and timing
- Ensuring you and your bridal party are prepared for post-ceremony photos
- Ensuring your music entertainment is prepared for your entrance and has correct pronunciation of the wedding party members
- Coordination of reception activities, if applicable, such as:
  - Cocktail Hour
  - Grand Entrance
  - Dinner
  - First Dance
  - Welcome Toasts
  - Wedding Party Toasts
  - Parent Dances
  - Bouquet and garter toss
  - Cake cutting
  - Last song