



Britta's Brides

WEDDING PLANNING, COORDINATION & FLORAL DESIGN

Wedding Management Package

Our Wedding Management Package offers the perfect balance between taking control of your own wedding and having expert guidance when you need it. We'll work closely with you in the lead-up to the big day, and then take charge on the day itself, so you can relax and enjoy your special day with your loved ones.

One in person planning meeting & rehearsal coordination included

10 hours on site during wedding day \$1500.00

12 hours on site during wedding day \$1700.00

14 hours on site during wedding day \$1900.00

- Communication starting at the time of booking
- Guidance on wedding etiquette
- Help couple maintain budget
- Help couple with event vision and design
- Review all vendor contracts
- Create complete customized timeline for celebration and share with all vendors
- Provide guidance and sample text for printed materials including: ceremony program, officiant script and menu
- Coordinate rehearsal with (or without) Officiant
- Confirm & check in with all wedding vendors during week of the wedding

- Help arrange any personal décor or rental items
- Coordinate all printed materials Wedding Day
- Ensure proper placement of seating cards, favors, programs, signage, card box, guest book, and simple décor as planned
- Setup specialty linens not provided by venue or caterer
- Coordinate all aspects of wedding celebration
- Coordinate all deliveries and installations of celebration in accordance with vendor contracts
- Coordinate distribution of final payments and
- Provide event emergency kit (including sewing kit, stain remover, etc)
- Organize and cue the wedding party and family for the processional
- Distribute final payments and gratuities to all vendors
- Oversee timely “flip” of room from ceremony to reception, if needed
- Conduct final lighting, sound and temperature inspection prior to guest arrival
- Conduct final seating and table check prior to guests welcomed to reception
- Cue all music changes and speeches with band/DJ
- Cue guest of honor and family for special moments including cake cutting, toasts and dancing
- Serve as point person for all vendors— cueing timing throughout event
- Manage and remedy all moment-to-moment challenges
- Arrange favors (if applicable)
- Collect any celebration elements and
- Help coordinate in Greeting, seating and assist guests
- Organize the wedding party and guests for grand entrance and exit
- Double check return/pick up of all rental elements from caterer and floral designer
- Collect any gift and personal items (toasting flutes, cake server, guest book, etc.) and distribute to the appropriate location or person at the end of the event

Make sure the happy couple has the best night of their lives!