



Month-Of Coordination Package

"For the "DIY" couple who has planned their wedding, but desire coordination and execution of their signature day...so that you can relax and savor the moment!"

Planning Phase

Creating your wedding day blueprint:

- ❖ Initial Event Timeline Development Meeting
- ❖ Develop, update & manage Event Timeline
- ❖ Develop & manage Wedding Day Checklist
- ❖ Develop and manage Production Schedule (including vendor set-up and strike)
- ❖ Final Event Timeline & Details Meeting

Coordinating the logistics and details:

- ❖ Ceremony and Reception site walk-thru (Client secures location)
- ❖ Floor plan assistance
- ❖ Assist in planning Ceremony flow & formation

Coordinating the details with your contracted vendors:

- ❖ Review vendor contracts (Client secures vendors)
- ❖ Coordinate logistics with venue & vendors
- ❖ Distribute & review approved Event Timeline and Production Schedule with vendors
- ❖ Final vendor confirmations

Providing on-going professional guidance:

- ❖ On-going communication
- ❖ On-going etiquette advice

Execution Phase

Coordinating your Rehearsal:

- ❖ Orchestrate Ceremony Rehearsal
- ❖ Distribute and review Event Timeline with Wedding Party
- ❖ Review/deliver personal items

Coordinating and executing your wedding day:

- ❖ Oversee set up of Ceremony and Reception site(s)
- ❖ Set up all personal items (including programs, favors, escort cards, cake items, etc.)
- ❖ Distribute personal flowers
- ❖ Coordinate & execute flow of Ceremony & Reception
- ❖ Coordinate reception formalities
- ❖ Oversee all vendor commitments
- ❖ Deliver final payment and/or gratuities to vendors
- ❖ Ensure all Ceremony & Reception items are packed and placed in designated location
- ❖ Provide Emergency Kit
- ❖ Includes (1) Assistant Coordinator

Actual price dependant upon location, number of guests, and event details.

**ALL PACKAGES ARE CUSTOMIZED TO MEET YOUR NEEDS.
CONTACT US TODAY FOR A COMPLIMENTARY CONSULTATION.**

**323.620.3179 / F.323.872.5073
asignaturewedding@verizon.net
www.asignaturewedding.com**



Planning Package

"For the couple who desire a jump start into the planning process and expert guidance selecting their perfect venue and vendor team... saving you time and money!"

Planning Phase

Includes Month-of Coordination Services in addition to:

Prioritizing your budget:

- ❖ Budget development & prioritization
- ❖ Guidance on how to stay within your overall budget

Leading you to your ideal venue:

- ❖ Define your venue vision and establish criteria
- ❖ Location research for ceremony and reception site(s) that meet criteria, stylistic needs & budget
- ❖ Verification of location availability
- ❖ Provide venue referrals for Ceremony or Reception site, based on your budget and wedding vision
- ❖ Guidance with contract review & negotiation

Leading you to the right vendors to create a strong, professional team:

- ❖ Locate and verify vendor availability
- ❖ Provide a customized recommended vendor referral list, based on your budget and stylistic needs
- ❖ Attend up to 2 vendor meetings, as needed
- ❖ Guidance with contract review & negotiation

Kick-starting your signature ideas:

- ❖ Wedding Design Planning Meeting to determine wedding style, theme & signature ideas including colors, floral design, décor, ambiance, rentals, etc.
- ❖ Recommendations and guidance on rental and design vendors

Actual price dependant upon location,
number of guests, and event details.

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Full Service Wedding Package

"A comprehensive wedding package for the couple who desire personal assistance planning every detail of their signature wedding from concept to execution... your vision transformed into reality effortlessly!"

Planning Phase

Keeping your budget in check:

- ❖ Budget development, prioritization & management

Scouting & securing your ideal venue:

- ❖ Location scout with you for Ceremony & Reception sites that meet budget and stylistic needs— includes venue research, review, coordinate appointments, in-person visits & selection
- ❖ Contract review & negotiation

Pairing you with and securing the right team of vendors:

- ❖ Identify professional vendors within each category, based on your budget and stylistic needs
- ❖ Verify vendor availability and signature value they can provide
- ❖ Arrange and attend vendor meeting(s)
- ❖ Contract review & negotiation
- ❖ Vendor payment schedule & alerts

Planning your signature details:

- ❖ Wedding Design Planning Meeting to determine wedding style, theme & signature ideas including colors, floral design, décor, ambiance, rentals, etc.
- ❖ On-site meeting(s) to plan logistics and details
- ❖ Gown & attire assistance
- ❖ Invitation & other stationary planning & selection
- ❖ Cake design consultation & selection
- ❖ Creative favor/gift planning & selection
- ❖ Menu consultation & selection
- ❖ Ceremony planning meeting(s)

Providing on-going professional guidance:

- ❖ On-going communication
- ❖ On-going etiquette advice

Creating your wedding day blueprint:

- ❖ Initial Event Timeline Development Meeting
- ❖ Develop, update & manage Event Timeline
- ❖ Develop & manage Wedding Day Checklist
- ❖ Develop and manage Production Schedule (including vendor set-up and strike)
- ❖ Final Event Timeline & Details Meeting

Organizing your special day:

- ❖ Assistance with Escort Cards
- ❖ Assistance with RSVP tracking
- ❖ Assistance with Marriage License
- ❖ Develop floor plan and seating arrangement
- ❖ Planning, assembling and delivering of guest welcome bags
- ❖ Coordinate transportation arrangements & itinerary
- ❖ Coordinate driving directions & maps
- ❖ Coordinate hotel accommodations

Execution Phase

Coordinating your Rehearsal:

- ❖ Orchestrate Ceremony Rehearsal
- ❖ Distribute and review Event Timeline with Wedding Party
- ❖ Review/deliver personal items

Coordinating your Rehearsal Dinner:

- ❖ Coordinate & execute Rehearsal Dinner

Coordinating and executing your wedding day:

- ❖ Oversee set up of Ceremony and Reception site(s)
- ❖ Set up all personal items (including programs, favors, escort cards, cake items, etc.)
- ❖ Distribute personal flowers
- ❖ Coordinate & execute flow of Ceremony & Reception
- ❖ Coordinate reception formalities
- ❖ Oversee all vendor commitments
- ❖ Deliver final payment and/or gratuities to vendors
- ❖ Ensure all Ceremony & Reception items are packed and placed in designated location
- ❖ Provide Emergency Kit
- ❖ Includes (3) Assistant Coordinators

Actual price dependant upon location, number of guests and event details.

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