

Wedding Day Management

Package Features:

- ❖ Commence 6 weeks prior to the wedding date
- ❖ Unlimited responses to emails and phone calls with a 24hr response time
- ❖ Access to an online Wedding Workbook to stay organized with wedding details
- ❖ Access to Preferred Vendor List
- ❖ Communication with all vendors regarding event timeline, arrival times, and specifications
- ❖ Creation of detailed timelines, itineraries, important contact list, etc.
- ❖ 1 x consultation meeting 4 weeks before your wedding day
- ❖ Coordination of wedding rehearsal + consultation meeting on the same day
- ❖ Wedding Day Management with Regine & Assistant (minimum 6 hours)
 - Vendor management and supervision
 - Confirm completion of the ceremony and reception set up
 - Assistance with the set up of small decor items (ex. Guest book table, guest favours, place cards, table numbers, etc.)
 - Oversee and assist guests
 - Facilitate wedding ceremony
 - Line up wedding party for processional
 - Cue Officiant, MC, DJ, and any other important members for the start of the ceremony
 - Instruct wedding party when to start walking
 - Facilitate wedding reception
 - Assist guests in finding their seats
 - Line up bride & groom for their grand entrance
 - Cue MC for when to make announcements
 - Coordinate with the caterer with the timing of meals
 - Cue DJ/Band when to play song lists (ex. first dance song)
 - Coordinate all events for the reception (ex. speeches, cake cutting, etc.)
 - Troubleshoot any issues throughout the day
 - Access to wedding day emergency kit

Services not included but available at extra cost: attendance of vendor meetings / picking up of any decor prior to wedding day, except your personal decor at the wedding rehearsal / set up and tear down of: string lights, basic backdrop, chair covers, chair accessories, table, table settings / and creating basic flower arrangements