PATINA & PETALS

MONTH OF MANAGEMENT AND COORDINATION

For the couple who has everything selected and planned out but just needs a little advice and management to enjoy this special time. After the initial consultation you become a part of our family and will receive a complete vendor guide and tips on how to stay on budget and on schedule as you plan your special day. A month out, the real work will begin and we will meet to finalize the details. This last meeting will be a final walk through the venue to hear about your plans you have made and how you wish them to be executed. We will provide you and the vendors with a timeline to ensure everything you have envisioned comes to life! Our team will be there from start to finish on your special day so that you can focus on celebrating and cherishing this special time.

Pre-Wedding Festivities

Communication via phone calls and emails to ensure your peace of mind throughout the planning process

Wedding planning timeline of tasks

Recommendations for vendor selection as needed

One Month Out

Final details meeting to ensure and discuss layout and logistics

Wedding timeline creation

Final vendor contact to confirm all details and deliver timeline via email

Create and distribute a master itinerary for bridal party

Wedding ceremony rehearsal coordination (two hour maximum)

Wedding Day

Up to 10 hours of coordination on the day-of the event

Two event coordinators on-site the day of the wedding to handle schedule flow and any unexpected road bumps

Ensure all vendors are fulfilling their obligations as stated in their contract

Make sure bridal party and family are on schedule throughout the day

Access to bridal emergency kit

Oversee implementation and placement of design and decor at the ceremony and reception site

Placement of all key ceremony and reception items such as: escort cards, programs, menus, guest book, toasting glasses, cake serving pieces, and place cards as listed in finals details forms.

Ensure all final vendor payments are delivered the day-of

Line-up and cue family & bridal party for the ceremony

Ensure guests are properly routed to cocktail hour/reception

Organize line-up for the grand entrance

Cue DJ or designated person throughout reception activities

Oversee reception teardown for up to one hour after reception

Make sure personal items and decor are organized and packed with you at the end of the night