

# *Services & Packages*

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## **ULTIMATE COORDINATOR SERVICE**

This ultimate service is for the busy couple who would like their coordinator to be by their side through out all the planning process. Just like your own “Personal Assistant” to give you that “stress free” wedding planning experience.

After the complimentary consultation and the contract is signed...

ALL SERVICES INCLUDED IN THE **FULL SERVICE PACKAGE**. ADDITIONAL ULTIMATE SERVICES INCLUDE:

- Up to 15 personalized consulting meetings.
- Arrange appointments to meet professional, well qualified vendors with client.
- Confirmation of vendor reservations, signing of vendor contracts, vendor deposits and payments. A spread sheet is provided by coordinator with due dates and amounts payable.
- Assistance with all wedding related paper goods. If desired, coordinator will stamp, stuff and send out all save the date and wedding invitations. Wedding invitations may be professionally printed. All expenses paid by client.
- Coordinator may collect R.S.V.P. cards and keep track of responses.
- Coordinator to meet with client at ceremony and reception locations to discuss wedding day activities and their execution.
- Coordinator may help with rehearsal dinner reservations and invitations.
- Coordinator may mail or hand out timeline and information letters to bridal party, family, or close friends involved in the wedding.
- Coordinate all wedding day events not to exceed 12 hours.
- Coordinator may help with the planning of a post-wedding brunch or luncheon.
- And much, much more!!!