

Always & Forever

INTIMATE WEDDING PACKAGE



CHRISTINE WILLHITE EVENT MANAGEMENT SERVICES

925-223-7048 [CWWILLHITE@YAHOO.COM](mailto:cwillhite@yahoo.com) • [CWEVENTMANAGEMENT.COM](http://cweventmanagement.com)

'Always & Forever' Intimate Wedding Package

Wedding Ceremony and Reception Planning

'Always & Forever' intimate wedding package is perfect for couples who love to be outdoors, want a uniquely sentimental feel, or want their dream wedding on a smaller scale. There are so many cost and convenience benefits to choosing an open-air wedding venue:

- Backyard
- Garden
- Vineyard
- Beach
- Rooftop
- Terrace
- Estate
- Boat
- Lakefront
- Ranch

The decision to hire a Wedding Coordinator produces numerous advantages for the blissful couple. A professional wedding coordinator is responsible for managing all the extra details and situations that will arise. Too often, the bridal couple relies on family and friends to help carry out plans on the day of their wedding. By asking a friend or family member to take on this stressful task, the couple will not be able to fully relax and enjoy the event as the proper center of attention. They often end up feeling overwhelmed as they try to keep on top of everything that must be done to ensure that the day runs smoothly.

Mini Wedding is also called a tiny or petite wedding. The couple would still have a legal ceremony, followed by a reception with up to 50 people, with dancing that might be limited to just the couple and their parents.

Micro Wedding is even smaller than the average small wedding, with a guest count of 20 people or fewer. It's like a regular wedding with all of the common features — a DJ, band, florist, etc. — except the guest list is just very small.

COORDINATOR'S TIMELINE

Six Weeks Prior to Wedding Day

- Meet with bride and groom to present timeline.
- Discuss all arrangements the couple has previously made with vendors and update the timeline accordingly.

Four Weeks Prior to Wedding Day

- Confirm final details with vendors prior to wedding day.
- Ensure that all vendors have the Wedding Coordinator's contact information.
- Send vendors a copy of the final timeline and make sure they have directions to the ceremony and reception locations.

Please Note: The Wedding Coordinator will not renegotiate any terms of contracts with vendors at this time or at any other time prior to, during, or after your wedding day. All agreements should be finalized prior to the wedding.

COORDINATOR'S WEDDING DAY ACTIVITIES

Pre-Ceremony

- Work with wedding Officiate to choreograph wedding ceremony, processional and recessional.
- Ensure personal flowers i.e., bridal bouquets and boutonnieres arrive on time.
- Ensure the photographer arrives on time and has a "must shoot" list.
- Ensure the DJ arrives on time with appropriate playlist.
- Assist bride with the wedding gown.
- Communicate with the best man to ensure groom and groomsmen are getting dressed and on-time.
- Inform wedding party of any last minute details.
- Handle any emergencies that may arise.

Ceremony

- Coordinate setup programs and other ceremony items i.e., guest book or unity candles.
- Act as a liaison with the ceremony Officiate and decide what cue will be used to signal the start of the ceremony.
- Communicate with the bride and groom with a countdown of time remaining before the start of the ceremony.
- Line-up the bridal party for their entrances down the aisle.
- Cue ceremony musicians when the bridal party is ready to begin the processional.
- Gather family and friends for after-ceremony photos.

Prior to Reception

- Greet vendors and instruct them where to setup i.e., wedding band, florist, and caterer.
- Make sure reception flowers/décor is set up according to the wedding flower order.
- Meet with catering staff to confirm the food timeline.
- Coordinate setup of the guest book and pen, champagne flutes, cake cutting utensils.
- Coordinate setup of the table numbers/names and menu cards.
- Look over dining tables and make sure they are set up properly.

Reception

- Help guests locate their dining tables.
- Ensure proper flow of reception timeline.
- Cue band, photographer, and videographer when important events take place at reception i.e., first dance, cake cutting, toasts, and parent dances.
- Cue the bride and groom and instruct them for their introduction and first dance.
- Cue best man and father of the bride when they are about to deliver toasts.
- Coordinate the timing of catering service and ensure people are served promptly.
- Coordinate the setup of the favor table.
- Coordinate packing gifts/cards and miscellaneous ceremony and reception items and have them ready to be taken to a designated family members car at the end of the event.
- Prevent & attempt to remedy any problems that may arise during the event.
- Remain easily accessible throughout the entire event in case there are any details needing attention.

No interior design services are included. This is an add-on vendor cost.