



Great Expectation Events
"Expect Nothing but Perfection!"

Wedding Day Coordination

This package is designed for the Bride and Groom who has planned their entire wedding, but desires the service and management of a professional event manager to finalize their wedding day details and to ensure a smooth running and relaxing wedding day. *Packages start at \$550*
Details include, but are not limited to, the following:

- Create detailed and comprehensive wedding day timeline for both client and vendors
- Unlimited phone and email communication with the wedding planner
- Review final preparations and set-up logistics one month prior to the wedding
- Confirm with vendors, the location, time of delivery and set-up logistics
- Greet and direct vendors, oversee deliveries, set-up and decorations
- Assist with set up and break down of ceremony and reception sites
- Day of wedding coordination (up to 8 hours)
- Make sure everything runs smoothly the day of the wedding
- Distribute final payments and gratuities to all vendors at the end of the reception

****Management of the Rehearsal Dinner-\$300 in addition to the cost of the package.*

****ADDITIONAL SERVICES CAN BE PROVIDED ON AN HOURLY BASIS OF \$50.00/HOUR.**