



Pocketbook Weddings & Events

AN EVENT WELL PLANNED IS AN EVENT WELL REMEMBERED

Partial Planning + Wedding Day Management Services (Day of Coordination)

This package covers all of the duties of day-of coordination, plus the extra help and support you need to plan the wedding of your dreams!

This package covers from ceremony to event conclusion
Planning begins 6 months prior to wedding day

****Please be sure to review the last page for footnotes and policy****

1. Before the wedding

- We meet with you for up to 2 hours to discuss vendors, pending items and discuss your vision.
- Attend (2) vendor meetings of your choice
- Provide you with advice and guidance throughout the wedding planning
- Vendor recommendations. The top 3 venues & vendors based on your wants, needs and budget
- Monthly check-in from planner to see how your planning process is going and answer any questions you may have
- Creation of timeline and floorplan
- Contact and confirm all hired vendors and distribute wedding timeline and floorplan (2 weeks prior to event)
- Venue site walk-through
- Unlimited communication with planner during business hours (Mon-Thu 10am – 6pm) via text, call, and email
- We meet again for the final planning meeting 3 weeks prior to your wedding for up to 2 hours
- Up to 12 hours onsite coordination

2. Rehearsal

- 1 hour ceremony rehearsal 1 day prior to the wedding
- Coordinate all members of the wedding party and line them up for entrance run through
- Go over where everyone will stand
- Practice walk out at the end of ceremony

3. Ceremony

- Be the point of contact for your event
- Set up programs and other ceremony items (i.e. unity candles, send off items)
- Ensure florist has delivered and set up all ceremony floral arrangements
- Make sure all personal flowers have been placed on (i.e. flower girl basket, corsages, boutonnieres)
- Give marriage license to officiant and ensure that the wedding rings are present before ceremony begins
- Coordinate with the ceremony officiator to determine signals or cues that will begin the ceremony
- Line up bridal party for their entrances down the aisle
- Cue ceremony musicians when bridal party is ready to begin processional
- Assist in gathering family and bridal party for photos after ceremony
- Ensure bride and groom along with the bridal party are transported to reception venue
- Transport items from the ceremony location to the reception venue and store any items not needed at the reception.

4. Cocktail and Pre-Reception

- Instruct vendors where to set up
- Arrange escort cards
- Set up guest book and pen, champagne flutes, cake cutting utensils, card box and other personal items
- Welcome guests and direct them where to go
- Ensure proper flow of cocktail hour food
- Make sure reception flowers/décor is set up according to order
- Set up table numbers/names and menu cards
- Look over dining tables and make sure they are set up properly (table count)
- Check floor plan, lighting levels, and cake placement for accuracy
- Meet with catering staff to confirm food timeline
- Set up amenities baskets (if needed)
- Ensure couple is provided with hors d'oeuvres and choice of drink
- Bustle bride's dress
- Coordinate the "First Look" of the reception room with bride and groom
- Transition couple to a private space prior to guests transitioning to reception
- Pick up cocktail items and store once no longer needed. Money box and gifts will be handed to designated family member or person

5. Reception

- Transition guests to make their way to reception area after cocktail hour ends
- Help guests locate their escort cards and dining tables
- Position couple for introduction and first dance
- Cue DJ/musician when guests have found their tables and couple are ready to be introduced
- Make sure couple is served first and make sure guests are served promptly
- Communicate with musician/DJ, photographer, and videographer when important events take place at reception (i.e. first dance, cake cutting, toasts, bouquet toss)
- Alert catering staff to pour champagne just before toasts
- Cue best man, maid of honor, father or chosen person when they are about to be announced for toast.
- Set-up favor table towards the end of the evening
- Distribute final payments/gratuities to vendors at the end of the evening (no negotiation in terms of vendor contracts will be handled by Pocketbook Weddings & Events)
- Remain easily accessible throughout the entire event
- Pack up all of the items checked off the list and deliver it to designated family member or person.

Investment: *\$1,400.00*

***All packages include two event coordinators. Depending on the size and complexity of the event, additional coordinators may be required. Additional fees will apply

Payments Terms

A **\$700 nonrefundable** deposit is required when booking with Pocketbook Weddings & Events, LLC. Remaining fee is due two weeks prior to wedding date.

- We can accept payments via Cash, Check (made payable to Pocketbook Weddings & Events) Zelle® and Venmo
- Venmo: @Belinda-Marti
- Zelle:786-317-8525

*****Please note:** For liability reasons, Pocketbook Weddings & Events staff cannot serve food or drinks to guests, move furniture; tables and chairs, handle power tools, stand on ladders, complete tasks that require manpower, set up floral items or move floral arrangements.