



TO HONOR YOU...

Weddings and Special Events

WEDDING PACKAGE



2821 Placida Rd, Englewood, FL 34224

941-698-9828

2 honoryou@gmail.com

www.tohonoryouevents.com

WEDDING DAY COORDINATION & MANAGEMENT PACKAGE

Also known as "Day or Month Of" Coordination

(For the couple who wants full responsibility of planning, but could still use a helping hand with the final stages of planning and on the wedding day to ensure that their vision becomes a reality. Must be booked in advance of the wedding)

Pre-Wedding Day

- Unlimited contact via e-mail
- Up to 3 Client/Planner meetings
- Monthly e-mail "check ins" to ensure the planning is running smoothly and on track and running smoothly
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Contacting Vendors for introductions
- Review Vendor Contract if desired
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Confirmation of all wedding vendors
- Etiquette advisement as requested

Wedding Rehearsal

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding day itinerary to wedding party, family, and attendants
- Collect wedding day items such as guest signing item, cake knife, cake topper, toasting flutes, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

Wedding Day

- Manage the flow and timing of the ceremony and reception
- Act as a liaison between wedding party, family members, and vendors
- Use of Bridal Emergency Kit. We'll be ready and available to solve most unexpected situations that may arise

Ceremony

- Direct photographer videographer, musicians, rentals, florist, etc. of where to set up
- Oversee set-up of the ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all ceremony decor not handled by a specific vendor (i.e. guest signing item, unity candles or sand, programs, pictures, etc.)
- Direct Ushers with programs and seating distribution
- Line up and cue wedding party participants
- Make sure all personal items and gifts are collected and delivered to reception site or designated person

Cocktail Hour & Reception

- Set Up reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table design, etc.)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Help Bustle wedding gown if needed
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly

Package price starts at \$1100.00

(Ceremony Only Coordination Package is also available for those couples who are not planning a reception following their ceremony or who may be having an intimate private dinner and do not require the planner's attendance or assistance.

Please call for pricing on this package if you need **ONLY** ceremony assistance.)

To Honor You... is happy to customize packages when needed if you may like to add or delete one or two services in order to allow you to create
“*Your Perfect Wedding Planning Package*”
(fees may apply)

To Honor You.. is also pleased to offer **Destination Wedding Packages** in the Caribbean through our in house travel agency, Northland Travel, please inquire with us for further details!

Thank you so much for considering our company for your planning needs ~