



The *Peace of Mind* Package

“Day-of” Coordination

Our day-of coordination package is designed to provide peace of mind to couples who have arranged every last detail of their event, but want to relax and enjoy their day. Your Personal Planner provides telephone and e-mail consultations throughout your planning process so that while you plan for the big day, you get the support and advice you need to stay on track. When your wedding day comes, your event coordination team will ensure that all of the details come together as planned while you are free to enjoy every moment of your special day. This package includes:

Consultations

- Complimentary initial in-person consultation
- Planning advice via unlimited telephone and e-mail consultations
- Two hours of additional in-person consultation (one month prior to wedding)
- Preferred pricing for additional in-person consultations on as needed basis
- Recommendations of quality vendors

Wedding Day Coordination

A professional event team comprised of a Coordinator and two coordination assistants will be onsite from bridal prep to the last dance on your special day to provide the following services:

- Confirmation of service details and arrival times with all vendors one week prior to the wedding
- Creation and disbursement of personalized wedding day timelines to the bridal party, family members and vendors
- Choreography of ceremony processional and recessional for correct timing with music selections
- Attendance at and coordination of the wedding rehearsal
- Collection of and set up of your personal items for the wedding day such as guest book, photo memento boards, candles, seating cards, toasting glasses, favors, etc.
- Service of a personal Attendant for the bridal party during all preparations and photos
- Exclusive use of our “Colossal Wedding Day Emergency Kit”
- Delivery and set up of wedding day refreshments for bridal party
- Greeting vendors and receiving all deliveries
- Oversee the proper set-up and execution of décor in ceremony and reception venues
- Distribution of final payments and gratuities to vendors
- Act as main point of contact for all vendors and troubleshoot any issues that may arise
- Management of the timeline throughout the day
- Assist with coordination of a First Look
- Assistance with pinning of all corsages and boutonnieres and distribution of other wedding flowers
- Lining up and cueing bridal party for processional
- Ensuring that bride is picture perfect for her walk down the aisle
- Cueing ceremony musicians for correct pace and timing
- Assistance to couple, bridal party and families with post-ceremony formal photos
- Coordination with reception emcee of all reception formalities
- Transferring of wedding gifts, cards and sentimental items to the Bridal Suite
- Pack up of all décor items at the end of reception
- “Roses and Romance” treatment to wedding suite for a magical end to the evening