



Britta's Brides
WEDDING PLANNING, COORDINATION &
FLORAL DESIGN



Wedding Management Package

Our Wedding Management Package offers the perfect balance between taking control of your own wedding and having expert guidance when you need it. We'll work closely with you in the lead-up to the big day, and then take charge on the day itself, so you can relax and enjoy your special day with your loved ones.

10 hours on site during wedding day \$1500.00

12 hours on site during wedding day \$1700.00

14 hours on site during wedding day \$1900.00

In our wedding management package, we include one in person walk through venue meeting, along with one hour rehearsal coordination Please note both are subject to availability and must be scheduled in advance. We recommend in person walk through roughly a month before the wedding date.

- Communication starting at 4 months before wedding date
 - Coordinate rehearsal with (or without) Officiant *subject to scheduling availability
 - Help arrange any personal décor or rental items
 - Ensure proper placement of seating cards, favors, programs, signage, card box, guest book, and simple décor as planned
 - Setup specialty linens not provided by venue or caterer
 - Coordinate all deliveries and installations of celebration in accordance with vendor contracts
 - Provide event emergency kit (including sewing kit, stain remover, etc)
 - Organize and cue the wedding party and family for the processional
 - Distribute final payments and gratuities to all vendors
 - Oversee timely “flip” of room from ceremony to reception, if needed
 - Cue all music changes and speeches with band/DJ
 - Cue guest of honor and family for special moments including cake cutting, toasts and dancing
 - Serve as point person for all vendors— cueing timing throughout event
 - Manage and remedy all moment-to-moment challenges
 - Arrange favors (if applicable)
 - Help coordinate in Greeting, seating and assist guests
 - Organize the wedding party and guests for grand entrance and exit
 - Double check return/pick up of all rental elements from caterer and floral designer
- Collect any gift and personal items (toasting flutes, cake server, guest book, etc.) and distribute to the appropriate location or person at the end of the event

Make sure the happy couple has the best night of their lives!