

CULTIVATE

event planning inc.

DIY PACKAGE

PRE-WEDDING DAY

One (1) Client/Planner meetings
Unlimited contact via email
Receive a general planning checklist
Production of a detailed
Wedding Day Itinerary
Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
Detailed timeline will be sent prior to your wedding day to all vendors for review
Confirmation of all wedding vendors

WEDDING REHEARSAL

Coordinate ceremony rehearsal (1 hour)
Distribute extremely detailed wedding day itinerary to wedding party, family, and attendants

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 extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies

CEREMONY

Distribute bouquets and pin flowers on attendants & family members
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
Set up all ceremony décor not handled by a specific vendor (i.e. guest signing item, unity candles, programs, pictures, etc.) Direct Ushers with programs and seating distribution
Line up and cue wedding party/musicians for ceremony
Collect all personal wedding items and gifts and deliver to designated person

COCKTAIL HOUR & RECEPTION

Set up all reception décor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort cards, gifts, charger plates, etc)
Manage vendor set-up of reception and make sure all commitments are fulfilled
Bustle wedding gown if not already designated to wedding party or family
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
Coordinator leaves after cake cutting

PACKAGE PRICE: \$1,500