



POWER EVENTS
PLANNING

Final Details Package

Planning Phase:

- ❖ Unlimited consultations via email/phone
- ❖ Four in person meetings with client of approximately 1 to 1½ hours each
- ❖ One of the four meetings possibly held at the venue to finalize details
- ❖ Customized planning timeline for rehearsal and day of wedding
- ❖ Confirmation of vendor services: delivery, set up, wedding day execution, special instructions & payment
- ❖ Assistance with design and wording of save the dates, invitations and programs
- ❖ Assistance with seating chart
- ❖ Arrangement of transportation for wedding party
- ❖ Communication with wedding party including timeline of events and agenda
- ❖ Reception flow direction from floor plan, menu, bar packages and entertainment throughout the evening
- ❖ Communication with wedding party including timeline of events and agenda
- ❖ Coordination and oversee ceremony rehearsal, wedding day, & reception
- ❖ Etiquette expertise for those questionable situations

Rehearsal and Rehearsal Dinner Phase:

- ❖ Coordination at the wedding rehearsal with the wedding party and family
- ❖ Email timeline and important instructions to wedding party and family

Wedding Day Phase:

- ❖ Coordinate vendors and oversee the setup and breakdown of the ceremony and reception
- ❖ Additional assistant coordinator onsite
- ❖ Provide direction of ceremony procession & activities to family and wedding party
- ❖ Delivery of all wedding day accessories
- ❖ Setup of table centerpieces, guest book, champagne flutes, cake cutting tools and any photos
- ❖ Put out table numbers, seating charts and nameplates if necessary
- ❖ Cue the entrance of bride and groom, introduction of wedding party, mother/son dance, father/daughter dance, toasts, cake cutting, garter and bouquet toss, last dance, and exit of the bride and groom
- ❖ Help assist photographer and organize wedding party and family for pictures
- ❖ Collect all of the bride's personal items and ensure they are put in the getaway vehicle or returned to a designated person
- ❖ Collect all the gifts, wedding day accessories (toasting flutes, cake serving pieces, guest book, portraits, etc.) and return them to a designated person