



# Bluebell Weddings & Events

## The “Peace of Mind”

### WEDDING COORDINATION PACKAGE

*\$2,300*

This comprehensive coordination package includes everything needed for a perfectly executed wedding day. Every detail is double-checked, and vendors and VIP’s will know exactly what to do. You will have true peace of mind knowing your wedding plans are in expert hands!

#### **Complimentary Services**

- Text & email support for questions & advice starting the day of booking
- Access to our Trusted Vendors list
- Access to “Something Borrowed” inventory of wedding items
- Access to Bluebell’s wedding day emergency kit

#### **Wedding Month Preparation**

- Review all contracts & orders
- Wedding Day Details planning meeting (~6 weeks out)
- Venue walkthrough (~30 days out)
- Communicate with vendors to confirm service details & timing
- Create floor plans & rain plans as needed
- Expertly crafted wedding day timeline & detailed setup plan
- VIP timeline & info sheet for your wedding party & family
- Final check-in call (~2 weeks out)
- Attend & direct your ceremony rehearsal

#### **Wedding Day Coordination**

- Up to 12 hours of on-site wedding management from lead coordinator
- Receive deliveries & oversee vendor setup
- Place any special wedding items (guest book, favors, etc)
- Coordinate with vendors to maintain timeline throughout the day
- Ceremony coordination (organize VIP’s, cue music & processional)
- Reception coordination & cuing special moments (entrances, toasts, special dances, cake cutting, etc)
- Oversee and assist with tear-down & clean-up
- Pack up couple’s wedding items for assigned responsible person
- Distribute any payments/gratuities to vendors as needed

\*\* Custom pricing available for ceremony-only, reception-only, and micro-weddings (<50 guests)

\*\* An additional fee of \$300 will apply for coordination at a second venue