



Bluebell Weddings & Events

* The Peace of Mind Package *

Wedding Coordination

\$1,800

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 good hands!

Complimentary Services

- ✦ Unlimited text & email support for questions and advice starting the day of booking
- ✦ Complimentary use of Bluebell's [inventory](#) of wedding day accessories & special items
- ✦ Access to planner's Wedding Day Emergency Kit

Wedding Month Preparation

- ✦ Wedding Day Details meeting (6 weeks out)
- ✦ Venue Walkthrough (30 days out)
- ✦ Final review meeting (2-3 weeks out)
- ✦ Direct ceremony rehearsal
- ✦ Review all contracts/orders from your venue & vendors
- ✦ Check in with vendors to confirm service details, quantities, deliveries, and scheduling
- ✦ Review rental order for accuracy and recommend any quantity updates if needed
- ✦ Review & cross-check guest list, head counts, and seating plan for any discrepancies

Wedding Day Coordination

- Up to 12 hours of on-site wedding day management from lead coordinator
- Up to 4 hours on-site from assistant coordinator (usually during setup time)
- Coordinate with vendors and be point of contact for all vendor communications
- Act as personal assistant to the couple throughout the wedding day
- Receive vendor deliveries (flowers, cake, rentals, etc) and supervise all setup
- Place any special wedding items provided by the couple (guest book, favors, etc)
- Check in with couple/wedding party during getting-ready process & assist with any problems
- Coordinate the ceremony, including cueing music and all members of the processional
- Maintain timeline throughout the day & cue/coordinate "special moments" (entrances, toasts, special dances, cake cutting, couple's exit, etc)
- Oversee and assist with event clean-up
- Pack up couple's wedding items, gifts, cards & transfer to assigned responsible person
- Distribute any payments/gratuities to vendors as needed

** An additional fee of \$200 will apply for coordination at a second venue*

** Reception-only, ceremony-only, elopement, and micro-wedding packages available (inquire for pricing)*