



Bluebell Weddings & Events

* The Peace of Mind Package *

Month-Of Wedding Coordination

\$2,000

Complimentary Services

- Unlimited text & email support for questions and advice starting the day of booking
- Access to Bluebell's trusted vendors list
- Complimentary use of Bluebell's inventory of wedding day accessories & specialty items
- Access to planner's Wedding Day Emergency Kit (contains over 100 items including first aid kit, sewing kit, tool kit, tapes & glues, stain remover, hygiene items, and so much more!)

Wedding Month Preparation

- One in-depth consultation to review wedding day details (5-6 weeks out)
- One venue walkthrough (30 days out)
- Review all contracts/orders and communicate with vendors to confirm service details, quantities, deliveries, and scheduling
- Create a detailed timeline for the wedding day
- Create layouts & floor plans for ceremony & reception spaces, including rain plans if needed
- Final check-in meeting to finalize plans (2 weeks out)
- Create VIP info packet for your wedding party & family, including customized timeline & important details for the wedding weekend
- Distribute production schedule & wedding day info to vendors
- Attend and direct your wedding rehearsal (up to 1 hour)

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
- Coordinate with vendors and be point of contact for all vendor communications
- Receive deliveries and supervise venue & vendor setup at ceremony and reception sites
- Place special wedding items provided by the couple (guest book, favors, etc)
- Coordinate the ceremony, including cueing music and all members of the processional
- Maintain timeline throughout the day & coordinate "special moments" (entrances, toasts, special dances, cake cutting, couple's exit, etc)
- Act as Personal Assistant to the couple during the reception
- Oversee event clean-up & gather couple's wedding day items
- 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)