



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 (contains first aid kit, sewing kit, tool kit, tapes & glues, stain remover, hygiene items, and much more!)

Wedding Month Preparation

- ✦ One in-depth consultation to discuss your wedding plans and answer questions (~6 weeks out)
- ✦ Review all contracts/orders from your venue & vendors
- ✦ Communicate with vendors to confirm service details, deliveries, and scheduling
- ✦ Venue Walkthrough (~30 days out)
- ✦ Create a detailed timeline for the wedding day (from getting-ready to reception end)
- ✦ 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 (timeline & important details)
- ✦ Distribute production schedule & wedding day info to vendors
- ✦ Attend and direct your ceremony rehearsal

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
- ✦ Receive vendor deliveries (flowers, cake, rentals, etc) and supervise all setup
- ✦ Place any 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 & cue/coordinate "special moments" (entrances, toasts, special dances, cake cutting, couple's exit, etc)
- ✦ Act as personal assistant to the couple throughout the wedding day
- ✦ 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)*