



## Classic Package

### Two Consultation Meetings (2 hours each meeting)

- Final detail meeting with It's Your Day (approximately 3 months prior to your wedding)
- Final detail meeting with your caterer (approximately 2 months prior to your wedding)

#### Topics Covered:

- Ceremony details and processional
- Wedding day itinerary / timeline
- Vendor contracts and arrangements
- Checklist of items for set-up

### Planning Services Include:

- Vendor referrals as needed (Client interviews/books vendors on their own)
- Contact with Jennifer via email to answer questions throughout the planning
- Detailed wedding day itinerary
- Ceremony information sheet for processional
- Checklist of items for set-up
- Vendor confirmations and coordination of all logistics

### Rehearsal Day Services (2 – 3 hours):

- Collect items for set-up from you prior to the rehearsal (Guest book, programs, menus, seating cards, cake service set, toasting flutes, favors, etc.)
- Direct rehearsal
- Provide wedding party and family with their schedule for the day

### Day of Services Include:

- Complete coordination from set-up to tear down
- Wedding day assistants (number of assistants determined by guest count/logistics)
- Provide bridal emergency kit
- Oversee venue / vendor arrival and set-up
- Set-up wedding items per instructions at ceremony and reception
- Cue ceremony processional
- Coordinate reception activities (first dance, toasts, cake cutting, etc.) with DJ or emcee
- Transport gifts & wedding items at end of reception to onsite car or onsite hotel room

\* Additional services may be added at the hourly rate of \$100 / hour \*