



Splendid

WEDDINGS & EVENTS, LLC

Certified Wedding and Event Planner: Sandra Alvarez

DAY OF PERFECTION (MONTH OF PLANNING)

- One in person consultation: Getting planning started in the right direction and services that are needed will be discussed at this meeting. The coordinator will provide the client with an event planning worksheet and discuss event questionnaire.
 - Reception venue walk through on rehearsal or initial consultation date
 - Unlimited phone or email consultations, you can contact us during your planning process for any updates or questions you may have regarding your wedding day
 - Creation of Wedding Timeline
 - Creation of DJ Timeline
- Contact of all vendors for arrival times, to confirm details and go over contract items, load-in, set up and tear down procedures
 - Distribute timeline to vendors and wedding party
 - Direct Ceremony Rehearsal
 - On Site event coordination (early arrival to start of event)
- Coordinate the arrival time of bridal party and guests at the ceremony
 - Coordinate processional, recessional and ceremony program
- Coordinate wedding party exits and help with family/group photo session until arrival at the reception
 - Make sure setup/ decor, rental equipment, special delivery for the event are according to the client's specifications
 - Welcome guests and direct them to their table
- Collect and store any small decor and personal items during week of the wedding
- Coordination and supervision of all aspects on day-of from start to finish
- Communication with all vendors and supervise the delivery of products and services
 - Set up of any personal items and small décor
 - Ensure design and overall set up reflects client's vision
 - Distribution of all final payments or gratuities to vendors
 - Any tear down and clean up of personal items and décor
- One Assistant for guest counts up to 100. Additional Assistant for guest counts over 100 will be added for an additional cost.

Planning | Design | Coordination

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