



Wild Lillies EVENTS

Planning, Coordination & Décor

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This package can be booked up to 18 months in advance of your wedding date. A 35% non-refundable deposit is due with a signed contract.

PRE- WEDDING

- Unlimited email + phone calls
- Recommend venues + vendors
- Schedule + attend all vendor meetings + interviews
- Attend site visits
- Guidance on wedding etiquette
- Budget Management
- Review + negotiate vendor contracts
- Décor conceptualized + coordinate overall event vision
- Act as the liaison between client and vendors
- Lead vendor walk-through
- Format guest list
- Set-up + manage hotel blocks for out-of-town guests
- Schedule + book all guest and family transportation
- Collect, stamp and mail save the dates + invitations
- Advise on menu planning + attend tasting
- Create a wedding day timeline
- Source and order items + packaging for favors + welcome bags
- Drop off wedding welcome bags
- Provide + maintain spreadsheet templates for the following:
 - Guest List
 - RSVP'S
 - Seating Chart
 - Photography Shot List
 - Payment Schedule
 - "Do not play" List
- Coordinate aspects of rehearsal dinner (site scouting and déco)

W E E K - O F WEDDING

- Attend final meeting with client
+ collect all wedding elements
- Confirm all details + arrival times for vendors

- Provide schedule for family
- Coordinate all printed materials
- Rehearsal management

DAY - OF WEDDING

- Coordinate all aspects of ceremony + reception
- Oversee check-in + pick-up of rentals
- Coordinate all deliveries + installations
- Distribution of final payments + gratuities
- Manage + coordinate transportation for family + guests
- Distribute flowers, bouquets, pin corsages + boutonnieres
- Organize + set-up escort cards, place cards + menu cards etc
- Conduct final lighting, sound, + temperature inspection
- Cue all music changes + speeches with band/DJ Guest List
- Cue guest of honor + family for special moments
- Serve as contact for all vendors
- Assist guests + answer questions
- Deliver gifts, remaining ceremony + reception items to designated location or person
- After-event clean up. Assist with gathering all items belonging to the bride and groom.
- Emergency Kit access