



Planning, Coordination & Décor

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## THE TIGER LILY “JUST” DAY- OF PLANNING PACKAGE

This package can be booked up to 12 months in advance of your wedding date. A 50% non-refundable deposit is due with a signed contract.

### PRE- WEDDING

- Unlimited email + phone calls month of wedding
- (1) Mid planning 1-hour phone call to check in and to make sure you're on the right track and gather booked vendor information
- Come onboard as vendor contact 2 weeks before wedding
- Attend final site visit
- Review all vendor details including confirming contracts + timing
- Review all details + logistics planned for the wedding day
- Create a detailed wedding day timeline
- (1) final meeting with client to go over everything  
+ collect all wedding elements
- Rehearsal management

### DAY - OF WEDDING

This part is customized to couples needs. Here is list of services that are offered but no limited to:

- Ceremony + Reception Management (Up to 8 hours)
  - Additional hours can be purchased at \$150.00 per hour
- Oversee check-in + pick-up of rentals
- Manage all deliveries + installations
- Distribution of final payments + gratuities
- Manage transportation for family + guests
- Distribute flowers, bouquets, pin corsages + boutonnieres
- Set-up escort cards, place cards + menu cards etc
- Serve as contact for all vendors
- Cue all music changes + speeches with band/DJ
- Cue wedding party, guest(s) of honor + family for special moments
- Assist guests + answer questions as needed

- 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.
- Décor Set up
  - Labor intense set ups and breakdowns are an additional fee
  - 2-hour setup window with multiple décor and tables (example: 15 or more tables may require team of 3-5 especially if there are other tasks) is subject to an additional fee.