



Wild Lillies EVENTS

Planning, Coordination & Décor

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THE EASTER LILY DAY- OF PLANNING PACKAGE

This package can be booked up to 12 months in advance of your wedding date. A 35% non-refundable deposit is due with a signed contract.

PRE- WEDDING

- Come onboard 7 weeks prior to wedding
- Unlimited phone + e-mail communication 7 weeks prior to wedding day.
- Create list of “yet-to-dos” for the bride + groom
- Monthly email check-ins
- Walk through of ceremony + reception sites
- Point of contact for all vendors (4) weeks prior to wedding date
- Review all vendor details including confirming contracts + timing
- Create a wedding day timeline
- Review all details + logistics planned for the wedding day

W E E K - O F WEDDING

- Attend final meetings with client
+ collect all wedding elements
- Confirm all details + arrival times for vendors
- Provide schedule for family
- Coordinate all printed materials
- Rehearsal management

D A Y - O F WEDDING

- Coordinate all aspects of ceremony + reception
- Ceremony + Reception Management (Up to 8 hours)
- 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 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.
- Emergency Kit access