



Wild Lillies EVENTS

Planning, Coordination & Décor

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THE EASTER LILY MONTH- 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

- Come onboard 8 weeks prior to the wedding
- Customized a “yet-to-do” list
- Unlimited calls and emails 8 weeks prior to the wedding
- Monthly check-ins
- (1) Mid planning 1-hour phone call to check in and to make sure you’re on the right track and gather booked vendors information
- Up to one (1) in-person logistic planning meetings
- Walk through of ceremony + reception sites
- Point of contact for all vendors (8) weeks prior to wedding date
- Review all vendor details including confirming contracts + timing
- Create a detailed wedding day timeline
- Coordinate all details + logistics planned for the wedding day
- Coordinate inclement weather plan

W E E K - O F WEDDING

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

D A Y - O F WEDDING

- Ceremony + Reception Management (Up to 10 hours)
- Oversee check-in + pick-up of rentals
- Coordinate 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
- Conduct final lighting, sound, + temperature inspection
- Cue all music changes + speeches with band/DJ
- Cue wedding party, guest(s) of honor + family for special moments
- Décor Set up
- Serve as day-of 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

* Labor intense set ups and breakdowns are an additional fee.

2-hour setup window with multiple décor details and tables (example: 15 or more tables may require team of 3-5 especially if there are other tasks) are subject to an additional fee.