



# Wild Lillies EVENTS

Planning, Coordination & Décor

9332 Mike Garcia Dr | Manassas, VA 20109 | 703.565.6249

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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 50% non-refundable deposit is due with a signed contract.

### PRE- WEDDING PLANNING

- Come onboard 8 weeks prior to wedding
- Create list of “yet-to-dos” for the bride + groom
- (2) face to face consultations prior to wedding day to discuss details (4 hours)
- Unlimited phone + e-mail communication for finalizing wedding day logistics 8 weeks prior to wedding day
- Monthly email check-ins 3 months prior to coming onboard
- Walk through of ceremony + reception sites (2 hours)
- Create a detailed wedding timeline from setup to breakdown
- Create ceremony + reception layout based on final guest count
- Coordinate inclement weather plan with couple

### VENDOR MANAGEMENT

- Contact all vendors + introduce ourselves as your coordinator
- Point of contact for all vendors (8) weeks prior to wedding date
- Review all vendor contracts + confirm arrival and departure times
- Review + confirm wedding day timeline with vendors
- Attend final venue walk through to familiarize vendors with event space, seating + room layout for the ceremony and reception

### REHEARSAL SERVICES

- Arrange + coordinate wedding rehearsal
- Upon request, provide itinerary to wedding party with wedding day specifics

### WEDDING DAY

- Complete wedding day coordination (up to 10 hours) including setup + breakdown
- One additional assistant available to wedding day for up to 200 guests
- Oversee vendor setup of ceremony + reception space

- Point of contact for all vendors (answer questions, approve deliveries, troubleshoot)
- Set-up personal décor, such as card box, toasting flutes, special photos, guest book, unity candle, place cards, table numbers, seating chart, menus, favors (Upon request, setup of DIY centerpieces + special décor. Additional fee may be added.)
- Assist couple + wedding party as needed prior to ceremony
- Distribute bridal bouquets, boutonnieres + corsages
- Oversee check-in + pick-up of rentals
- Orchestrate + cue couple's entrance, dances, wedding toasts, speeches, bouquets toss, garter toss, + send off to adhere to timeline
- Manage + coordinate transportation for family + guests
- Conduct final lighting, sound, + temperature inspection
- Cue guest of honor + family for special moments
- Assist guests + answer questions as needed
- Deliver gifts, remaining ceremony + reception items to designated location or person
- Emergency Kit access