



"Let us create the wedding of your dreams!"

WEDDING REHEARSAL & WEDDING DAY SERVICES

Prior to:

- Initial consultation with the bride and groom
- Unlimited phone calls, emails and texts
 - A walkthrough at the venue
 - Regular check-ins to see how the planning is going
 - Etiquette advisement
- Unlimited vendor referrals (attendance of meetings available upon request)
 - Guaranteed exclusivity for your wedding day

Wedding Rehearsal services for 1 hour:

- Coordination of the ceremony processional, recessional, and receiving line
- Final collection of any items that need to be set up on at the ceremony and reception, such as candles, guest book, favors, toasting flutes, cake knife/server, programs, seating cards, table numbers, etc.
- Meet family and bridal party

Month of:

- Final detail meeting with the couple 3-4 weeks prior to the wedding to tie up all the loose ends and review inventory of items to be set up, rough outline, and names of bridal party, etc.
 - Collection of all vendor contracts; confirmation & coordination of delivery locations, times, and final arrangements
 - Customized wedding day itinerary to be approved by the couple and distributed to all vendors

Wedding Day:

- "Go to" person for everyone, including family and vendors
- Distribution of final vendor payments and gratuities (if necessary)
- Ceremony and reception setup and decorating
 - Coordination of ceremony processional, recessional, and receiving line
- Meet, greet and direct vendors and guests

Wedding Day (Continued):

- Ensure that specific parties are present when needed (Dad is in the room when the DJ announces the father/daughter dance)
 - Assist DJ in gathering participants for the formal introductions
- Collection and transportation of ceremony items to reception or to a designated person
 - Assist with the distribution and pinning of corsages, boutonnieres and bouquets
 - Ensure venue is set up correctly
- Keep bride, groom and vendors on the timeline or improvise as needed
 - Use of wedding emergency kit
 - Collect all personal items at the end of the night to be put in a designated place for a designated person to take
 - Handle any issues that may arise
- Head coordinator and at least one assistant will be in attendance

Contact Us For a Free Consultation!

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