



Weddings of Romance

GOLD COORDINATION PACKAGE

Please note that all Packages are custom built. We can remove, replace, or add items depending on your wants and needs. A consultation with a coordinator is the best way to determine what your needs in a customized package are.

(Office Phone: 703-752-6214)



DAY OF PLANNING...

You have all your ducks in a row. You are going to get, or have already gotten, all the vendors, reception location, bridesmaid dresses, etc. All you want is on the big day, someone else to worry about the details and you to be able to be care free. If this is you the Gold Package will meet your needs.

- ♥ We will step in 6 weeks before the wedding and contact all parties involved in the wedding (i.e. Vendors, Chapel, Reception Site, DJ, Caterer, etc) and introduce ourselves as the point of contact. We will, from then on, be the point of contact for the vendors. Now you no longer have to worry about the small items that arise and can start focusing on the big day ahead.
- ♥ We will put together a day of schedule for you. This way all parties will know where to be and when.
- ♥ We will coordinate with your vendors start/end times along with an overall schedule of the evening. We will also step in and cover any issues that may arise with a vendor.
- ♥ We will run your rehearsal (if there are chapel organizers, we will ensure proper coordination with them) and make sure that all details of the ceremony are clear and run through thoroughly.
- ♥ Seating Chart – We will be sure that you have a seating chart and/or place cards laid out for your guests. This will aid your guests in knowing where to sit.
- ♥ Pack Presents - We will ensure your gifts and cards make it into the appropriate car at the end of the evening. We also pack up extra favors, candles, programs, table numbers, and other personal belongings to send home. We'll even put your overnight bags in the limousine before you depart so you can leave your reception knowing everything is properly handled.
- ♥ We will give the wedding party, family members, and parents a schedule for the wedding day, along with emergency contact information.
- ♥ We will organize and overall timeline for the day and ensure that the timeline is being followed or alter it accordingly.
- ♥ If there are any medical issues within the family, wedding party, or with the bride or groom, we will be sure to have the appropriate means to handle the situation should anything occur.
- ♥ We will cater to you, the bride and groom, on any issues that you may have which require special attention through the course of the evening (medication, illness, nervousness, etc...).

CALL FOR YOUR FREE CONSULTATION NOW!

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