



THE SILVER LILY PACKAGE

MONTH OF COORDINATION
STARTING AT \$1000

PRE-WEDDING SERVICES

- 1 in person or virtual meeting
- Unlimited contact via phone and/or email
- 1 Venue walk-through
- Creation of personalized wedding day itinerary
- Confirmation of all vendors prior to wedding day
- Coordination of wedding rehearsal

WEDDING DAY SERVICES

WEDDING DAY MANAGEMENT

- 2 Coordinators present at venue
- Morning check-in with appointed contact person
- Vendor, family member and wedding party point of contact/liaison
- Direct/Manage vendor setup
- Set up/break down of personal decor items not provided by vendors
- Distribute final payments as needed
- Monitor event timing to stay on track with itinerary

WEDDING COORDINATION

- Distribute bouquets, boutonnieres, and/or corsages to wedding party and family members
- Confirm wedding bands and marriage license are with designated person(s)
- Line up wedding party and cue DJ/musicians for ceremony
- Assist DJ/Emcee with cueing of reception formalities
- Cue Bride and Groom for formalities
- Ensure gifts and personal decor items are given to appointed person