



THE WEDDING DAY MANAGEMENT PACKAGE

Don't stress in your wedding dress!

This package is essential and meant for the couple that has planned a majority of their wedding and just needs help tying up loose ends and executing the wedding day.

Contacting TBDE 2-3 months prior to your event date is recommended.

Package Includes:

Complimentary consultation prior to booking.

Contract review

Accessibility by e-mail or phone for questions

1-hour consultation meeting to go over current status

Site visit at venue to review layout, floor plan, décor and other recommendations

Creation of your event timeline

Communication with all vendors regarding event timeline, arrival times, specifications and plan for returning of equipment, if applicable

2-hour Final consultation meeting 4-6 weeks prior to event

Direction of rehearsal (1 or 2 nights prior)

On-site Coordinator during wedding

Wedding emergency kit

Distribution of gratuity and final payments to applicable vendors

Wrap up details after bride and groom depart

Oversee safe packing and transportation of gifts and cards

Ensure all rental equipment is packed and returned
