**S.o.S Package**

**~Full Service Wedding Planning and Coordinating~**

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##### ***S.o.S to the RESCUE…we are the anchor to keep you GROUNDED!***

**Before the Vows (Planning)**

* + In person initial consultation with the bride and groom (up to 1 hour)
  + Unlimited professional support and advice via phone, email or in person
  + Wedding website setup and management (Zola)
  + Assist/recommend wedding email address
  + Assist with managing budget
  + Prepare a schedule/timeline and checklists
  + Venue research for ceremony, cocktail hour, and reception (Up to 6)
  + Assist with selecting and booking an officiant for the ceremony
  + Assist with selecting a color scheme, theme and style of the wedding
  + Assist with the design, arranging the printing and mailing out of the invitations
  + Track RSVPs of attendees
  + Attend Gown and Tuxedo Fitting
  + Assist with selection of bridal party wedding attire and accessories
  + Find, negotiate with and book vendors to stay within budget (e.g., florist, photographer, videographer, DJ, caterer, transportation, rentals, entertainment and etc)
  + Assist with seating chart
  + Research accommodations for out-of-town quest
  + Attend food and cake tasting
  + Host a meet and greet event for bridal party (at an agreeable location paid by attendees)
  + Finalize details and delivery times with vendors

**Almost There (Month Prior)**

* + Site walk-through of ceremony and reception location
  + Review vendors contracts and confirm services
  + Review timeline of wedding day

**To Have and to Hold (Day of Coordinator)**

* + Distribute final payments to vendors
  + Serve as main contact for vendors
  + Prepare itineraries, seating list, name plates
  + Attend and facilitate wedding rehearsal (up to 2 hours)
  + Instruct attendants about their duties
  + Direct the processionals, recessionals and receiving line
  + Distribute flowers to the bridal party
  + Coordinate the collection of gifts received on the wedding day
  + Direct events according to the wedding timeline
  + Manage last-minute changes
  + Greet wedding guests and answer any questions/concerns
  + Assist with seating guest during the reception
  + Access to S.o.S wedding emergency kit (Band-Aids, sewing kit, pain reliever etc.)
  + Set up bride and grooms personal items (flutes, guest book, cake cutter, favor placement, card box, etc.)
  + Ensure wedding stays on schedule to include wedding toast and speeches
  + Communicate delays with wedding party, vendors, officiants and etc.
  + Provide a stress free day for the bride and groom

##### **COST:** **$2,000 ($2,300 Value)**

A la Carte:

Before The Vows and Almost There: $600

Almost There and To Have and to Hold: $1,700

Inquire about Last Minute Coordinator (30 days or less until I do)