



## 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 at least 2-3 months prior to your event date is recommended.*

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### *Package Includes:*

*Complimentary consultation prior to booking.*

*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*

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