



Full Wedding Coordination

The perfect package for a busy couple. Moment to Moment directs every part of the planning, coordination and implementation

Meet with Bride & Groom for budget and theme consultation

Unlimited consultation/meetings (phone/email/in-person)

Budget development and ongoing budget oversight

Ongoing wedding etiquette consultation as needed

Preparation of checklists, timelines & itineraries

Includes preparation & distribution of Day-Of Itinerary

Assistance with selection of ceremony and venue

Assistance with color, theme & decor

Assistance with selection of officiant (if needed)

Assistance with invitation, stationery & favor selection

RSVP tracking (assembling & postage are extra)

Vendor referrals and management of vendor relations

Vendor contract review/negotiation

Assistance with menu & cake selection

Assistance with selection of bridal gown (if needed)

Assistance with ceremony planning

Assistance with arrangements for out of town guests

Assistance with seating diagrams

Assist with final to-dos

Assist with last-minute projects

Favors

Seating Assignments

Place Cards

Menu Cards

Programs

Confirmation with vendors one week prior to wedding day

Final walkthrough for ceremony & reception site

Attend and oversee wedding rehearsal

Direct processional, recessional and receiving line

Full coordination of all matters on wedding day*

Receive deliveries

Overseeing proper set-up

Greeting & oversight of vendors

Distributing final payment from couple to vendors

Assistance with distribution & pinning of corsages and boutonnieres

Oversee proper placement of seating cards, menu cards, favors, florals, etc.

Directing flow of guests for ceremony & reception

Oversee gift collection

Oversee and direct ceremony and reception

