

# TONY

FOR ALL LIVES EVENTS

## CEREMONY COORDINATION

- **5-hour day-of coverage:** This covers coordination services on the wedding day for a specific duration.
- **Ceremony Rehearsal Coordination:** Overseeing and guiding the rehearsal to ensure everyone understands their roles.
- **Guest Ushering:** Assisting and directing guests upon their arrival at the ceremony.
- **Communication with DJ/Musician:** Confirming music details and cues for the ceremony processional.
- **Pre-Event Outreach:** Contact venue/vendors a week before the event. Acting as the point of contact for coordination on the day of the ceremony.
- **Venue and Vendor Setup Confirmation:** Ensuring all necessary setups with the venue and vendors are confirmed and aligned
- **Ceremony Item Setup:** Assisting in setting up ceremony items provided by the client. Considering the design concept.
- **Transition Assistance:** Gathering ceremony decor and assisting in moving them to the reception location.
- **Exit Strategy Planning:** Having a plan in place for the signing of the marriage license and family/bridal party photos.
- **Bridal Party Assistance:** Helping with small tasks like pinning boutonnieres or adjusting dress trains.
- **Vendor Checkout and Venue Closure:** Ensuring the smooth exit of all vendors and proper checkout with the venue at the end of the event.

EMERGENCY KIT ON HAND FOR ALL WEDDING HICCUPS

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\$ 2 0 0 D E P O S I T

THANK YOU FOR YOUR CONSIDERATION!