



All Signature wedding packages include the following services:

- unlimited calls, texts, and emails throughout the planning process
- wedding timeline preparation with event details and vendor information
- timeline distribution to venue and all vendors 1-2 weeks prior to your wedding day

### *Full Service Planning & Coordination*

You need help with all the aspects of your wedding! You want to see your options, make the final selections, and show up for your big day!

- Assistance finding your venue and vendors
- Arrange for vendor appointments
- Attend vendor appointments when couple desires
- Attend tasting appointment
- Planning assistance for your wedding ceremony and reception
- Personnel phone calls, emails and texts to plan the flow of your ceremony and reception
- Regular communication with church/venue contact to update changes or questions during planning
- Preparation of wedding day timeline/resume 4 weeks before wedding
- Final distribution of timeline/resume to all vendors 2 weeks in advance of the wedding day
- Vendor confirmations the week of the wedding
- Coordination of wedding rehearsal
- Position wedding party for processional on wedding day
- Placement of all personal items for the ceremony
- Placement of all personal items for the reception
- Pack all personal items following the ceremony
- Pack all personal items following the reception
- Assist with directing guests from one event to the next
- Distribution of final payments and/or gratuities, if needed
- Use of wedding day “emergency kit”
- Use of Signature Weddings cake stand

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