



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

Day of Coordination

You intend to plan the details of your wedding regarding vendors, events, design, etc. and just need some help the days leading up to your wedding to keep everything on schedule and everyone and everything in the right place.

Day of coordination begins about 4 weeks out from your wedding day.

Savvy "Day of Coordination"

- Planning assistance for your wedding ceremony and reception
- personnel phone calls, emails and texts to plan the flow of your ceremony, beginning 4 weeks in advance of the wedding.
- Regular communication with church/venue contact to update changes or questions during planning
- Preparation of wedding day timeline/resume
- Wedding timeline/resume preparation with advance distribution to Church/venue
- 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
- Assist with directing guests from one event to the next
- 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
- Distribution of final payments and/or gratuities, if needed
- Use of wedding day "emergency kit"

Telephone: (352) 267 -5345

Email: Cyndi@SignatureWeddingsOrlando.com