

Gold Package \$1200.00

One Week Prior

Meet with Bride and Groom one week before the wedding to collect all of the details of the event. This would include the vendor list, arrival times and names of all of the people in the wedding party and immediate family. We will then contact the vendors to confirm the details.

One-Day Prior

Attend the rehearsal to assist in organizing your attendance order. Assist in directing the rehearsal with the clergy. Collect everything necessary for the ceremony and reception. This would include such items as the unity candle, pew bows, programs, directions to reception, rice bags or any other party favor that would need to be distributed at either the church or reception site.

On the Wedding Day

- Confirm limo schedules.
- Assist the florist in correct placement of the church flowers and pew bows.
- Set up the unity candle if using one.
- Confirm all ushers and bridesmaids get the correct corsages and boutonnieres and that they are worn correctly.
- Confirm all immediate family have their corsages and boutonnieres and are seated correctly.
- Confirm the bride has her bouquet
- Confirm the guest book is set up.
- Confirm programs are handed out.
- Confirm best man or the Maid of Honor has the rings.
- Keep everybody aware of timing during the seating of the guests.
- Keep our "event" emergency kit handy (toiletries, needle/thread, makeup etc.).
- Cue musicians and wedding party.
- Assist during group photographs.

- Arrange a receiving line if applicable.
- Collect pew bows, flowers and unity candle after the ceremony.
- At the reception site ensure that the tables are all decorated properly.
- Set up Place Cards and Gift Table.
- Confirm Gift card basket placement.
- Make sure the bridal party is announced in the correct order.
- Make sure the bride and groom have the first dance at the proper time.
- Make sure the cake cutting ceremony takes place per the bride's wishes.
- Make sure the guests receive the party favors.
- Be familiar with reception site to be able to direct guests to cocktail area, restrooms, dining area, and smoking area if applicable.
- Make sure that all vendors are in their proper areas and set up correctly as well as ensuring that everything that is ordered is delivered properly. This would include food, rentals, music, and flowers.
- Return any small supplies back to vendors, such as cake pieces and flower vases if necessary and notified prior to event.
- Make sure all gifts are properly stored.
- Help ensure that you will have a worry-free, wonderful day.

We look forward to hearing from you!

Julie Roland
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