



XOXO Wedding Management Package

\$2500.00

(Our industry refers to this as "Day-Of" coordination, however, we begin working with you **60 days** prior to ensure we have covered everything.)

You have planned everything, now it's time to bring on a professional to execute those plans for a stress-free wedding day.

- (1) Planning meeting in-person to discuss day-of details and gather all vendor contracts from couple
- (1) Site visit/Walk-thru at wedding venue (**45-60 days** prior to wedding)
- Timeline creation for day-of with all pertinent information to include vendor arrival times
- Diagram creation for ceremony, cocktail hour, and reception
- Setup and breakdown of couple's personal décor on day-of
- Rehearsal coordination
- Pre-ceremony and ceremony coordination
- Reception coordination
- (2) Coordinators on the day-of to include (1) lead coordinator and (1) assistant coordinator
- Up to 10 hours on wedding day

***Travel fees apply to Charlottesville, Northern Virginia, and Eastern Shore**

****Additional assistant fee of \$200 required for guest counts over 150**