



XOXO Wedding Management PLUS Package

\$3000.00

(Our industry refers to this as “Day-Of” coordination, however, we begin working with you **90 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. PLUS, we are adding on some extra special touches for you on the big day.

- **Vendor Recommendations**
- (1) Planning meeting in-person to discuss day-of details and gather all vendor contracts from couple
- **(1) Planning meeting via phone or facetime**
- (1) Site visit/Walk-thru at wedding venue (**90 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
- **Pickup and delivery of pre-ordered meals to getting ready location within 30-mile radius of venue**
- **Transport of wedding party attire to ceremony location within 30-mile radius of venue**
- Pre-ceremony and ceremony coordination
- Reception coordination
- **Pack up and deliver gifts and personal décor to hotel or home within 30-mile radius of venue**
- (2) Coordinators on the day-of to include (1) lead coordinator and (1) assistant coordinator
- **Up to 12 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**