

# Details! by Nicole

## Services Provided



### Prior to Event

- Initial consultation to explain the planning & coordination process
- Details! wedding planning timeline to assist you in your planning process
- Unlimited email communication from date of contract
- Unlimited phone communication during the month of your wedding
- Free rental of miscellaneous wedding items property of Details! By Nicole
- 2 hour final consultation during the month prior to event to finalize details, go over timeline, decorations, walk thru venue, etc.

### Rehearsal

- Organize wedding rehearsal
- Distribute Wedding Day Itinerary to Bridal Party
- Collect all decorations, toasting flutes, favors, place cards, table numbers/names, etc. to be used on wedding day

### Wedding Day

- Up to 10 hours of service on your wedding day
- Manage wedding vendors per your instructions – Details! will be on site and available in person or by telephone to assist vendors with any problems or questions
- Manage wedding party
- Manage vendor & décor setup at ceremony & reception sites as per your instructions in final checklist
- Distribute & pin all flowers for wedding party, family members & special guests
- Provide Bridal Emergency Kit – aspirin, energy bars, mints, sewing kit, etc.
- Facilitate the wedding ceremony
- Check for any items necessary to properly conduct the ceremony
- Oversee ushers & guest book attendants
- Properly line up processional & cue musicians as rehearsed
- Set up/ break down table names/numbers, place cards, favors, toasting glasses, etc. per your instructions in final checklist
- Bustle bride's gown
- Coordinate entertainment, introductions and all announcements/events during reception
- Oversee timeline
- Ensure payment of vendor tips & balances
- Assist with returning any personal or rented items to their owners
- Place gifts/cards in honeymoon suite or deliver them to predetermined location
- Prepare honeymoon suite if onsite
- Handle any emergency situation that may arise