



## **Wedding Day Management Package**

*This package is designed for couples who are interested in working out most of the details of their wedding, but would prefer to confidently hand over the responsibilities of executing the wedding day so friends and family can enjoy the festivities without worrying.*

### ***'Prior to' Responsibilities***

*Finalize details with bride and groom prior to wedding day*

- *Attend meeting(s) as required with day of vendors, confirm wedding details with all vendors to determine all needs will be met*
- *Create a wedding day timeline, including confirmation of vendors/deliveries to site*
- *Walk through of ceremony and reception site with bride and groom before wedding day*
- *Maintain contact with bride and groom with respect to the above*

### ***Day of Responsibilities***

- *Wedding day liaison with day of vendors (caterer, florist, decorator, bar staff, entertainment/DJ)*
- *Wedding day set up including but not limited to:*
  - Overseeing set up of ceremony site and reception venue*
  - Set out of favors/place cards/guestbook/floral arrangements*
  - 12 hours on site wedding day co-ordination to orchestrate the overall smooth flow and success of your wedding day*

### ***Day after Responsibilities***

- *Day after take down including but not limited to:*
  - Overseeing take down of venue and ensure items are returned to appropriate party(s) as necessary*

120 Stave Court Drive, Arnprior , ON K7S 3G8  
613-366-2161 [www.priorengagements.ca](http://www.priorengagements.ca)