

{MOIRA}EVENTS

DESIGN AND COORDINATION

One Night Aair

This package is designed for couple who have most of their wedding details in place but need someone to manage all last minute details so they can fully enjoy the days leading up to their wedding.

Planning Stage

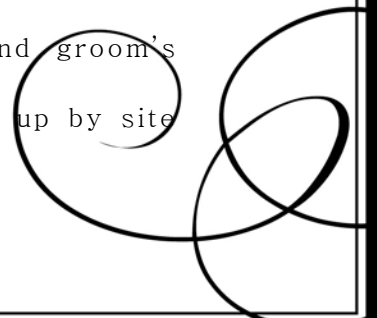
- Complimentary initial consultation and brainstorming session
- preferred vendor list for any needed vendors
- unlimited advice from coordinator or assistant throughout your planning process including design ideas and vendor recommendations
- review contracts provided by client
- final meeting one month prior to event to confirm vendors, review event details and wedding weekend client created itinerary
- create a minute by minute timeline including photography timeline and family photos details
- distribute itinerary to vendors, family and bridal party
- confirm all rental orders and quantities
- final communication with vendors to confirm times, delivery and contacts one week prior to event
- obtain and distribute final payments and gratuities to all vendors
- review layout design for ceremony and reception including table seating arrangements and table numbers
- obtain wedding accessories such as guest book, programs, table numbers, seating cards, cake cutter, toasting flutes, marriage license, favors, etc

Rehearsal

- review ceremony order with bride & groom prior to rehearsal
- orchestrate ceremony with officiant or pastor
- orchestrate musicians and coordinate time line and queues
- review ceremony site and set up

Ceremony & Reception

- oversee distribution of personal flowers to wedding party and designated family members
- ensure arrival of all vendors
- manage timing of ceremony and direct wedding party through out ceremony
- provide personal assistance to bride and groom
- emergency bridal kit present at all times
- verify and oversee designated individuals take bride and groom's personal items and/or gifts from ceremony to reception site
- ensure cocktail reception and dining room site décors set up by site staff



MOIRA EVENTS

DESIGN AND COORDINATION

- assist guests in finding seating arrangements
- layout of place cards
- manage banquet staff, timing, set up and floor plan
- manage timing of all necessary and traditional events, as requested
- work with photographers and entertainers to insure all reception events occur on a timely basis and all required photos or videos are taken
- confirm that all wedding items such as cake knife and server, toasting glasses, gifts, etc. are provided to responsible individuals as designated for return to the bride and groom
- assist in distribution of floral centerpieces to appropriate guests, *if so designated*, as gifts from the bride and groom
- confirm all vendors are paid in full or as specified by contracts prior to conclusion of event

every package includes one assistant. Some venues or multiple venues require an additional assistant.

\$2,500

