



Helen Morissette

WEDDINGS & EVENTS

EACH EVENT IS ACTUALLY AN *Orchestration* OF MANY DETAILS.
TRUST THEM TO SOMEONE WITH *experience* AND SOUND *reputation*.

Basic Wedding Day Services Included in all Production Packages

- Consultations prior to event (Number of consultations is dependent on production package)
- Unlimited phone calls and emails
- Meeting at ceremony and reception site to discuss final details
- Discuss wedding party itinerary and obtain all wedding party email addresses and phone numbers
- Final meeting at venue locations to design floor plan and initiate
- Establish wedding day timeline and vendor contact information
- Contact vendors one week prior to event to confirm deliveries
- Week of the wedding,, collection of all wedding day items to set up, and any payments due to vendors
- Directing of all wedding day activities (hours dependent on production package)
- Review at rehearsal with bridal party wedding day itinerary
- Oversee and accept all vendor deliveries
- Assist photographer when needed
- Accept and Distribute all personal flowers to all wedding party
- Facilitate proper placement of the guest book, pens, programs, photographs, candles place cards, wedding favors, etc.
- Assist ceremony musicians to places and cue when to begin music while guests are being seated
- Greet and direct guests and take care of any special needs
- Assemble all and line up according to processional
- Orchestrate ceremony processional and recessional with minister
- Cue ceremony musicians when to begin processional music
- Cue each member of family / wedding party when to walk down the aisle
- Ensure Bride's dress, train, and veil are perfect before walking down aisle
- check to make sure reception site is ready, candles lit, music / entertainers ready, catering,
- Any finishing touches before opening for guests arrival
- Greet guests at reception and make sure all are comfortable
- Prepare for Bride and Groom arrival plans and execute, (bustling dress, private meal)
- Prepare for Grand Entrance of Bride and Groom
- Cue Band / D.J. and or M.C.
- Make sure Bride and Groom as well as parents are always informed of scheduled events and comfortable to any needs
- Communicate with caterer to ensure quality service
- Initiate all scheduled formalities (First Dance, Cake cutting, and special requests from the
• Bride and Groom and carry out all of their desired details)
- Be close by for any unexpected happenings or emergencies
- Collect, organize, and pack all collected items as well as gifts
- Prepare for Departure transportation for the Bride and Groom and execute the details
- Distribute final vendor payments and tips
- Ensure that all personal items have been collected and removed from venues
- Handle all last minute details, if any arise
- assistance loading gifts after reception
- Emergency kit on hand

Phone # 615-948-5833

www.WeddingsbyHelen.com