

Beyond Perfect Events, LLC

The Regal Wedding Package

Pre-wedding

- Initial consultation with the Bride and Groom
- Ongoing consultation and advice (e.g. on etiquette) as required
- Prepare a budget
- Prepare a schedule/timeline and checklists
- Assist with selection and booking of ceremony and reception venues
- Assist with selecting and booking an officiant for the wedding
- Set up appointments to meet with wedding vendors
- Accompany Bride and Groom to interview and select wedding vendors
- Review vendors' contracts and coordinate with vendors
- Seven to ten days prior to the wedding, mail or fax confirmation sheets to all vendors with set-up times included to ensure that all vendors are setting up at the assigned times
- Ensure that the detail sheet from the reception site is accurate and reflects the menu and all other details as the Bride and Groom have directed
- Prepare wedding day itineraries for the Bride and Groom, bridal party and parents of the Bride and Groom
- Attend and oversee the rehearsal (up to 2 hours) – Does not include the rehearsal dinner

Wedding Day

- Arrive at wedding site 2-3 hours prior to wedding
- Check wedding site to assure final details are taken care of
- Distribute bouquets and pin flowers on attendants
- Assist Bride, Groom, and the wedding party as needed in getting ready for the ceremony
- Direct the processional, recessional and receiving line
- Reception planning
- Supervise vendors at wedding and reception
- Prompt band/DJ of Bride and Groom's arrival, cake cutting, special toast, bouquet and garter toss
- Distribute "day of" payments and tips to all vendors
- Coordinate the collection of gifts received on the wedding day
- Oversee reception clean-up
- Ensure that the gifts, cake, bridal attire, bridal book and pen, cake cutting tools, champagne flutes, and any other items being transported to the assigned location are given to the assigned family member or friend
- Provide a stress-free day for the Bride and Groom

*Up to four hours of preparation and/or clean-up for wedding site (i.e. ceremony and reception site) - Included in cost of package

*Up to two hours for directing the rehearsal – Included in cost of package

*Up to two hours for directing the ceremony – Included in cost of package

*Up to eight hours for directing the reception dinner – Included in cost of package

***Coordination of the Rehearsal Dinner - \$150.00 in addition to the cost of the package