



## WEDDING PRODUCTION

- **Customized Planning Timeline** and To Do list
- **Venue Scout** and assistance with contracting location
- **Budget** assistance, tracking, advice, and payment reminders
- **Vendors:**
  - Vendor Team Selection and assistance with contract negotiations, payment schedules, and deadlines
  - Team Management (i.e., obtaining liability insurance certificates, obtaining venue vendor guideline signatures, answering load in/out questions, etc)
- **Personalized Design Concept & Execution**
- **Details Meeting** with client to gather information, review plans and work on timeline
- **Two site walk-throughs** with catering manager and/or vendor leads
- **Attend Three Meetings** of client's choice (final fitting, tasting, floral sample, etc)
- **Catch Up Meeting** approximately ten (10) days prior to wedding to review timeline and finalize plans
- **Consultation/Communication** unlimited hours via phone, fax or email
- **Detailed Timelines** for Bride, Groom, Transportation, Hair & Makeup, and entertainment
- **Ceremony Processional/Recessional Planning**
- **Layout Diagrams**
- **Final Vendor Confirmation** of event logistics the week of the wedding
- **Collect all items needed for wedding day** (marriage license, favors, escort cards, etc) 30 minutes before rehearsal
- **Direct Rehearsal**
- **Ensure proper set up on wedding day** (i.e. table setups, programs, menus, escort & place card setup, gifts & favors, etc.), manage vendor setup, confirm that all items contracted for are correct, place and cue bridal party, cue services and ceremonies, assist and direct bridal party with photographs, toast cues, and photographs
- **Gather all gifts, personal items**, etc. and deliver to designated person or location
- **Provide** use of extensive wedding day "Emergency Kit"
- **Provide** assistants determined on guest count, set up needs, etc.

**Contact Amber Gustafson to set up your complimentary consultation!**

**amber@amberevents.com**

**818.235.6140**