



WEDDING SUPERVISION

This "Month Of" package begins six weeks prior to the wedding day

- **Vendor Referrals**
- **Venue Walk-Through** to layout floorplan
- **Details Meeting** with client to gather information, review plans, obtain contracts, and work on timeline
- **Consultation/Communication** unlimited starting six (6) weeks before the wedding
- **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.

*This package is estimated at approximately forty (40) hours of work and begins six to eight weeks before the wedding. Please note that this package is for wedding day supervision/management only and does **NOT** include vendor bookings and management or any other aspect of planning. Should the process become excessive of Consultant's services or time beyond the scope of services originally contracted for, the Consultant's fee for services may be adjusted accordingly for due compensation. In this instance, Consultant will request for Client to upgrade to next service package or will provide a quote for additional services and/or time.*

Contact Amber Gustafson to set up your complimentary consultation!

amber@amberevents.com

818.235.6140