

SILVER PLATTER  
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## ∞ ON THE DAY COORDINATION ∞

### OUR VOW TO YOU:

We will see that all details are addressed and problems are averted. We shall commence *1 month before the wedding date* to make sure that your special day goes smoothly by letting us take care of the details:

- Meetings before the wedding to review itinerary, timelines, and other details.
- Coordinator at the Rehearsal
- Coordinator at the Ceremony, Photo Shoot and Reception
- Vendor confirmation before the wedding day.
- Entourage orientation of roles and responsibilities
- Lead Coordinator and Assistant team to oversee your wedding day

### YOUR RESPONSIBILITIES: *Relax. Enjoy. Savor the Moment.*

- Turnover copies of all vendor contracts
- Provide and turn over all necessary materials needed a month prior the wedding
- Provide the list and contract numbers of the wedding entourage and those who will be involved in the program

### OUR SERVICE FEE:

A *Flat Fee* of **\$1,200** FOR CEREMONY AND RECEPTION IN ONE DAY

However, some conditions will apply where clients are responsible to provide:

- Meals during the reception.
- Accommodations if needed.