

## *Classic Touch Event Planning,*

Offers "Day of Wedding" Coordinating Services; our package is perfect for the engaged couple who wishes to take care of all the wedding planning themselves, however, desires the attention to detail a Professional Event Planner can offer, to ensure you enjoy this special day without concerns. I will personally be your Wedding Day Liaison using the following as a guideline.

### Guidelines

#### Rehearsal

- Rehearse with Wedding Party, meet and explain the process, provide verbal cue, then two practices, if additional are needed is not a problem. Your Rehearsal meeting is for up to 1 hour.
- Provide Names of locations for rehearsal celebration.

## *Classic Touch Event Planning,*

- Unlimited Email consultation.
- Day of Wedding Coordinating Services offers up to six hours.
- From pre Wedding Ceremony to Reception Culmination (detailed in contract).
- Meeting with you two (2) to four (4) weeks prior to your wedding to discuss your wishes and desires and obtain a clear understanding of your vision, goals, and requirements for your wedding day (2 hour consultation).
- Develop a detailed Sequence of Events, your Wedding Day Schedule, and provide copies to all vendors via fax or email. Copies will be available with me during the rehearsal and on the Wedding Day as well.
- Obtain copies of all vendor contracts hired for your Wedding Day from you, ensuring all items and services you contracted them for your Wedding Day are provided per agreement, including time of arrival and departure from the event.
- Have handy a folder with a copy of all contracts and up to date Sequence of Events.
- Attend the Wedding Rehearsal ensuring all participants understand their responsibilities and are aware of the flow of the Ceremony and Reception.
- Provide assistance recommending Professional Vendors.
- Provide Wedding Day Wake up call, if needed.
- Coordinate all vendor set-ups at the ceremony site to ensure your specific vision is implemented properly.
- Oversee all details before and during the ceremony, to include
- Liaison between clients Bride and groom and their families and/or guest.

#### Ceremony Site

- Placement of the guest book, programs, and Ceremony items.
- Review with the ushers the guests to be seated in reserved rows.
- Ensuring all bouquets, corsages, boutonnieres, and flower girl baskets are distributed timely and properly.
- Line-up of the wedding party.
- Cueing the musicians.
- Gathering wedding party and family members for pictures, as needed.
- Coordinating with Photographer of arrival time from Post Nuptial Pictures for the Newlyweds/Bride & Groom.
- Informing Guest to please join in at the Pre-Reception celebration site for the Cocktail hour.

*Classic Touch Event Planning* oversees all details for a Flawless Reception, to include:

- Develop a vendor set-up schedule as part of the wedding day itinerary and distribute to all vendors.
- Venue (Catering) Ensuring Wedding Cake is delivered on time.
- Supervise all vendor set-ups and act as your spokesperson to ensure all of your wishes are achieved.
- Ensure tables and stage areas are set up according to your floor plan.
- Ensure the guest book, gift, place card and cake tables are placed and decorated appropriately.
- Placement of favors, table runners, disposable cameras, Seating Chart, plus details on guest tables.
- Coordinate with the DJ or Master of Ceremonies to ensure your reception flows smoothly from start to finish and follows given Sequence of Events.
- Ensuring proper announcement of guest to enter Reception Site, Grand Entrance, Toast, First Dance, Cake Cutting, Bouquet Toss, Garter Toss, Open Dance, and specifics per Client, as no two wedding or event are alike.
- Coordinate with photographer ensuring specific pictures you require are taken.
- Distribute final payments and/or gratuities to musicians, caterer, photographer, and other vendors hired, etc.
- Secure all gifts with specific caretaker of your choice (name to be provided in advance).
- Assist you and your families with any matters that may arise.
- Greet any guests that may arrive late.
- Available via Cell phone to provide directions

The above is the “Day of Wedding” Coordinating Services Package that Classic Touch Event Planning offers are with knowledge that each client is unique and we certainly curtail specific details to suit our clients specific needs.

When the Ceremony Services and Reception Celebration site are at two different locations; a map is available for guest at the Ceremony site to help them arrive promptly at Reception site.

Our experience guarantees a professional and flawless event, especially when the services of our professional vendors from the Orange County Wedding & Event Center' are utilized. When the client selects any vendor from our sole Proprietor Network group such as for Invitation, Limo, DJ, Florist to Honeymoon Travel, and more you are selecting a Prescreened professional vendor. We urge you to visit our website at [www.ORANGECOUNTYWEDDINGCENTER.com](http://www.ORANGECOUNTYWEDDINGCENTER.com) for pre screening selection

Upon accepting contract each bullet point item, will be initialed by both the Client and Lorraine McCullough, owner of Classic Touch Event Planning.

#### Specifics of payment

The “Day of Wedding” Coordinating Services Package is \$995. A non-refundable retainer of \$295.00 secures your date of services. The \$700 balance will be paid as follows: 50% (\$350) to be paid half way through the contract and the remaining balance (\$350) is paid 10 days prior to the day of the Wedding.

Personal checks accepted, all payments made payable to Lorraine McCullough. Methods of payment Credit Cards accepted, however a fee of \$15.00 is added to balance for bank services. Returned unpaid deposited personal check will incur an additional fee of \$50.00.

Lorraine McCullough,  
Owner,

*Classic Touch Event Planning*