

SugarCITY CELEBRATIONS

Day of Ceremony Wedding Day Coordination

Supervise Setup of Ceremony Musicians and Vocalist
Supervise Setup of Ceremony Flowers
Set-up Guestbook Table and Programs at the Ceremony
Advise Guestbook and Program Attendants
Confirm Possession of Rings Prior to Ceremony
Line Up Bridal Party and Family for Processional

Supervise Setup of Ceremony Rentals
Coordinate Pre Ceremony Photos with Photographer
Set-up Unity Candle/Sand Ceremony/Memorial Candles
Advise Ushers of Proper Seating of Guests and Family
Welcome Wedding Party and Guests to the Ceremony
Cue Musicians for Entrance of Processional

Day of Reception Wedding Day Coordination

Serve as Day of Representative as required by your wedding venue
Supervise Vendor and Facility for Reception Setup
Supervise Setup of Reception Musicians or DJ
Supervise Setup of Table Centerpieces
Set up Bridal Portrait and Engagement Photos
Set up Table Numbers, Escort Cards and Place Cards

Supervise and Direct Photographer and Videographer Setup
Supervise Setup of Reception Décor & Linen Rentals
Set up Sign In-Table with Guest Book at Reception
Set up Cake Table with Toasting Flutes and Cake Cutting Set
Set out Favors, Candles and Menus on Guest Tables

Two Hour Planning Meeting within Thirty Days Prior to Wedding at the wedding venue
One Hour Rehearsal Coordination at the wedding venue
Two Hour of Service on Wedding Day for Ceremony
Seven Hours of Service on Wedding Day for Reception at the same wedding venue
Ten Hours of Service Total on Rehearsal and Wedding Day

\$ 900 Reception Only
\$ 1200 Ceremony & Reception
\$ 1500 Wedding Party Larger than 10

Full Service Ceremony and Reception Wedding Design, Planning & Day of Coordination with Carron

Ceremony & Reception Wedding Day Assistance as listed in detail above plus
Prepare Detailed Wedding Day Timeline
Phone each Vendor to Confirm Setup Time and Services
Address Questions, Directions and Delivery with Each Vendor

Prepare Vendor Contact Information
Confirm with Vendors Date, Time and Location of Events
Email or Fax Wedding Day Timeline to Vendors

Unlimited Consultation via Emails and/or Text (replied to within 48 hours)
Two Hour Design Consultation & Planning Meeting
Two Hour Planning Meeting 60 Days Prior to your wedding at the wedding venue
Two Hour Final Planning Meeting at the wedding venue
One Hour Rehearsal at the wedding venue
Seven Hours of Service on Wedding Day at the wedding venue
Full Service Wedding Day Planning

Initial Design CONSULTATION

During your first meeting with our Certified Wedding Planner, Carron will review your wedding day style, vendor selections, and design details. This design consultation will assist you in creating a design theme, draft a floor plan and discuss unique details that personalize your wedding including event concept design, tablescapes, lighting, and linens. We can recommend exceptional vendors if desired *One Year to Six Months Prior to Wedding Day

90 Day Planning MEETING

This planning meeting will pull all of your planning details together to ensure a seamless wedding day to put you at ease. We will create your wedding day timeline, organize ceremony seating arrangements, delegate wedding day tasks, and review your floor plan details.

30 Day Final Planning MEETING

We require a final walk through no less than 14 days prior to your wedding. We will finalize your floor plan including the number of tables, chairs, and flow. We will also review your final wedding day timeline, update last minute changes and review payments due.

\$ 1800 Carron Short & and a Day of Assistant
\$ 2100 Wedding Party Larger than 10
