



# PREFERRED VENUE PACKAGE

CRYSTAL DAILEY  
CERTIFIED WEDDING PLANNER  
(770) 742- 9839  
[WWW.ACRYSTALEVENT.COM](http://WWW.ACRYSTALEVENT.COM)

# PREFERRED VENUE PACKAGE

This package is discounted for clients that are referred by a preferred venue or vendor.



## Pre-Wedding Day

- Two (2) Client/Planner meetings
- Unlimited contact via email
- Monthly e-mail "check-ins" to ensure the planning is running smoothly and on track
- Receive a wedding planning checklist
- Production of a Wedding Ceremony Itinerary/Timeline
- Detailed timeline will be sent one week prior to your wedding day to all vendors for review
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Confirmation of all wedding vendors
- Etiquette advisement, as requested

## Wedding Rehearsal

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding day itinerary to wedding party, family, and attendants
- Collect wedding day items such as guest signing item, cake knife, cake topper, toasting flutes, favors, programs (prior to wedding or day of rehearsal)

## Wedding Day

- Up to one assistant coordinator
- Manage the flow and timing of the ceremony
- Act as a liaison between wedding party, family members, and vendors
- Use of extensive Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies

## Ceremony (4 hours - includes supervising set-up)

- Distribute bouquets and pin flowers on attendants & family members
- Direct photographer, videographer, musicians, rentals, florist, etc of where to set up
- Oversee set-up of the ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all ceremony décor not handled by a specific vendor (i.e. guest signing item, unity candles, programs, pictures, etc.)
- Direct Ushers with programs and seating distribution
- Line up and cue wedding party/musicians for ceremony
- Collect all personal wedding items (EXCEPT gifts) and deliver to reception site or designated person

## Reception (2 hours - does not include tear down)

- Set up of décor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, etc)
- Manage vendor set-up of mini-reception and make sure all commitments are fulfilled
- Bustle wedding gown
- Line up and cue Newlyweds and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- Cue Newlyweds for all important events
- Maintain & coordinate timeline for all events during reception
- Ensuring everything runs smoothly
- Service concludes after cake cutting

REGULAR PRICE: \$1,900.00

DISCOUNTED PACKAGE PRICE: **\$1,550.00**

SAVINGS OF: \$350.00

\*ADDITIONAL SERVICES AVAILABLE A LA CARTE

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