

Wedding Week Diva

Wedding Week Diva: Our version of the Day-of Package

Très Chic Event Planning will assist you the week prior to, as well as manage your wedding day in its entirety, so you may enjoy your Big Day. Package includes:

The Ceremony Only Please package *plus*:

- Unlimited phone calls and e-mails (throughout the planning process)
- Pre-wedding day His and Her massage by a personal licensed massage therapist
- Use of Très Chic's design inventory as available (several different sized glassware used primarily for centerpieces)
- Two in person meetings as follows:
 - The first, between six and four weeks prior to your wedding date to go over all of your wedding details, your vision for your Big Day, as well review the wedding day timeline
 - The second, around two weeks prior to the wedding, to finalize details at the reception venue if convenient
- Developing a custom timeline to distribute to all necessary individuals and use prior to, and on, the wedding day
- Finalizing arrangements and details with contracted vendors the week before the wedding
- Directing your ceremony rehearsal (recommended to be held one night before the wedding at the ceremony location)
- 10 hours of coordination hours the day of
- Additional wedding coordination assistant for up to 6 hours
- Serving as your spokesperson on the wedding day to communicate your wishes and desires as necessary
- Arriving early to oversee set-up of both the ceremony and reception
- Serving as the point person for vendors on the wedding day
- Ensuring that the setup is going as you have previously specified
- Assist with setting up of wedding details not already handled by a specific vendor (i.e. guest book, programs, escort cards, menus, favors, etc.)
- Troubleshooting any setup issues
- Keeping activities running smoothly and according to timeline
- Ensuring vendors provide their services as contracted
- Directing ceremony procession and activities
- Assisting photographer in keeping pictures running in a timely matter
- Lining-up wedding party and cueing for reception grand entrance
- Serving as a personal assistant for you and your groom throughout the evening
- Assisting reception MC in keeping you and any necessary parties informed of any scheduled events
- Distributing vendor gratuities as instructed on your behalf
- Overseeing the breakdown of the reception
- Ensuring your gifts are secure and delivered to the designated person or location
- Collecting any items to be returned to you after the wedding is over and delivering to designated person
- And above all, providing much needed emotional support as your friend in the wedding world
- And more...this list is meant to detail items that are a part of every wedding, but you can rest assured we will handle unexpected events and do everything in our power to make sure your Big Day is amazing!

Pricing for this package starts at \$1,000.00

T.C. Event Planning