



# *BeYoutiful Weddings*

*...because you and your day should be BeYoutiful!*

## *Day of Coordination Services The Ravishing Package*

*If you have planned everything yourself, but would like to be free of stress on your big day, this is the service for you! Let us handle all of the details of your hard work and ensure your event is BeYoutiful! While all of the services from BeYoutiful Weddings, LLC are customized to suit your unique needs, the following information will help you better understand what services we can provide to meet your day-of wedding coordination needs.*

### *Prior to Your Wedding Day*

- *Respond to unlimited emails and phone calls*
- *Provide etiquette advice*
- *Meeting 2-3 weeks before the wedding to review timeline, plan ceremony (including seating, processional, and recessional), as well as all other details*
- *Create comprehensive timelines of the ceremony and reception*
- *Provide timeline to vendors, appropriate family members, and members of the bridal party*
- *Confirm vendors (delivery times, items being delivered, etc) the week prior to the wedding*
- *Act as the point of contact for the wedding day vendors beginning one to two weeks prior to the event*
- *Attend final walk-thru meeting with the reception venue*

### *Wedding Weekend*

- *Present at rehearsal to ensure it flows smoothly and to answer any questions*
- *Will conduct the rehearsal in the absence of an on-site/church coordinator*
- *Up to 9 hours of assistance on day of wedding*
- *Coordinate all dynamic facets of your day into a seamless and BeYoutiful event: vendor management, attend to guests needs & inquiries, facilitate solutions to unexpected challenging situations that may arise, etc.*
- *Assist bride and groom as needed throughout the wedding day*
- *Oversee all wedding day deliveries*
- *Ensure the design of the venue appears as anticipated*
- *Organize and distribute all personal flowers*
- *Direct the wedding party so they are in the proper place at the proper time*
- *Deliver payment to vendors requiring payment the day of the wedding*
- *Fix all dresses prior to walking down the aisle*
- *Coordinate events and announcements throughout the reception*
- *Organize the bridal party and guests for the Grand Entrance and Exit*
- *Collect gifts, toasting flutes, cake cutter, guest book, or sign in, unity candle & pictures and ensure they reach the proper vehicle or on-site hotel room*
- *Handle all last minute needs*

### *Post Wedding*

- *Return tuxedos and other rental items*



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*Subject to change without notice*