



The Summit Mall • 13945 S. Virginia Street
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For the couple who has planned their wedding, but needs a professional to manage the wedding day to ensure that everything runs according to plan; My Wedding Library presents...

My Wedding Manager

{ Complimentary initial evaluation }

{ Before the wedding }

- Planning Meeting to create timeline and review special requirements
- Timeline, schedule and floor plan preparation
- Vendor contract review
- Rehearsal at ceremony location (1 hour)
- Confirmation of all vendors 1 week prior

{ The day of the wedding }

- Up to 8 hours on wedding day
- Set up of materials and decor
- Liaison with contracted vendors and supervise vendor delivery and set up
- Distribute flowers to the wedding party and assist with pinning
- Bustling of the wedding gown and arrangement of refreshments upon couple's arrival to reception
- Coordinate with entertainment to execute all of the day's Special Moments
- Distribute final payments and tips to vendors if needed
- Insure personal items (bouquet, cake topper, cake knife, portrait, guest book, goblets, gifts, etc.) are collected by bridal family or designated friends responsible for items

{ \$799 }



Package Additions:

\$150 - Site Visit / Space Planning Meeting

\$75 - Additional Time Day of, per Hour



