



## Emerald *ALa Carte*

A general list of services that can be tailored to meet your personal needs.

### Site Selection

- Find a ceremony site
- Find a reception site

### Budget

- Prepare a budget or assist with the budget planning process
- Create and maintain wedding expense sheet

### Attire

- Coordinate finding bridal boutique for bride and bridal party
- Coordinate finding groom and groomsmen attire

### Task Lists and Important Information

- Create a wedding task list and timeline for the bride
- Create a wedding task list and timeline for the groom
- Provide name change information for bride
- Provide information on obtaining a marriage license
- Provide change of address information

### Stationary

- Select and order wedding stationary
  - Save the Date
  - Invitations
  - Respond cards
  - Thank you cards
  - Maps
  - Informals
  - Accessories
  - Programs
- Coordinate wedding program development
- Create wedding ceremony programs

### Personalized Invitation Services

- Assemble and address invitations
- Mail invitations

### Vendor Selection

- Assist with locating the key components to a successful event
  - Caterer
  - Transportation
  - Florist
  - Photographer
  - Baker
  - Videographer
  - Rental Company
  - Entertainment
  - Calligrapher
  - Officiant
- Create a timeline for vendor payments
- Review vendor contracts

## Rehearsal Dinner

- ❑ Make rehearsal dinner arrangements

## Wedding Ceremony

- ❑ Attend and direct rehearsal and wedding
- ❑ Use of Special Wedding Day Emergency Kit
- ❑ Create detailed wedding day itinerary for bride
- ❑ Create detailed wedding day itinerary for all vendors
- ❑ Call all vendors to confirm details of the wedding
- ❑ Assist with wedding ceremony design (vows, readings, special ceremonies, etc.)
- ❑ Prepare floor plan designs for ceremony
- ❑ Decorate ceremony site
- ❑ Pick up and deliver flowers to ceremony site
- ❑ Coordinate delivery and pickup for rental items for ceremony

## Reception

- ❑ Attend and direct reception
- ❑ Create detailed reception itinerary for bride
- ❑ Create detailed reception itinerary for all vendors
- ❑ Assist with designing theme for reception
- ❑ Assist in selecting the menu for the reception
- ❑ Prepare a seating chart
- ❑ Create and/or prepare guest favors
- ❑ Deliver guest favors to reception site
- ❑ Decorate reception site
- ❑ Call all vendors to confirm details of the reception
- ❑ Coordinate delivery and pickup for rental items for reception

## Miscellaneous

- ❑ Process RSVPs
- ❑ Coordinate hair and make-up appointments
- ❑ Arrange hotel room blocks
- ❑ Arrange child care service