



Wedding Management Services

PACKAGE INCLUDES:

- Two All-Star Assistants
- Up to 12 hours of on-site assistance
- Unlimited communication via text or email
- Access to fully stocked emergency kit
- Timeline creation and execution
- Ensure ceremony and reception areas are set up as desired
- Communicate with vendors
- Oversee logistics of the day
- Solve any unforeseen challenges that may occur

Visit www.boom-married.com to Schedule a Complimentary Consultation



Wedding Management Services

HOURLY SERVICES:

Rates:

- One Assistant,
75.00/hour
- Two Assistants,
100.00/hour

*2 hour minimum

- Set Up Assistance
- Clean Up Assistance
- Timeline Execution
- Anything else you may
need

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PRIOR TO THE WEDDING

- Questionnaire to obtain all pertinent information for the wedding events
- Planning meeting to discuss and finalize every detail
- Create a detailed timeline for all wedding events including rehearsal, ceremony and reception
- Coordinate with officiant to direct the rehearsal.
- Gather items to be set up on the wedding day: unity ritual materials, guestbook, favors, serving set, table numbers, etc.
- Answer any questions that may arise from the rehearsal guests
- Review logistics with venue coordinator, if applicable



ON THE WEDDING DAY

- Execute timeline, ensuring schedule is maintained
- Attend to needs of wedding party, family, guests and vendors
- Confirmation of vendor arrival and set up
- Ensure table settings, place cards, programs, favors, etc. are in place
- Coordinate all ceremony activities
- Assist wedding party with ceremony processional
- Coordinate reception activities (grand entrance, toasts, cake cutting, formal dances, etc.)
- Collect cards and gifts to be placed in safe space
- Distribute final payments, tips and thank you cards, as needed