



www.idosignatureevents.com

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The *Signature Package* is the perfect solution for the couple who wants to be involved in the planning process and has a primary idea of their wedding day, but still requires the direction and support of a professional to lessen the stress of the whole process.

Planning

- ✂ Contract begins up to 12 months prior to wedding with a monthly meeting or as needed
- ✂ Unlimited phone and email correspondence from initial contract date until wedding date
- ✂ Personalized budget creation
- ✂ Venue and vendor research and recommendations
- ✂ Up to 3 site visits during venue selection
- ✂ Up to 3 vendor meetings during each area of vendor selection
- ✂ Work with all vendors to secure best pricing
- ✂ Invitation and Save the Date advice (etiquette, style, color and theme)
- ✂ Order placement coordination of all rental items
- ✂ Creation of event floor plan
- ✂ Menu assistance
- ✂ Assistance with out of town guest accommodations
- ✂ Confirmation of all vendors
- ✂ Customized timelines, schedules and checklists for you, your wedding party and vendors
- ✂ Organization of rehearsals (2 hours maximum)

Wedding Day

- ✂ Verifying that rings and marriage license on site
- ✂ On-Site Non-Medical Emergency Kit
- ✂ Supervise ceremony and reception setup according to client's specifications
- ✂ Instruct bridal party of duties
- ✂ Assist bride and maids with dressing
- ✂ Pinning corsages and boutonnieres on family members, groomsmen, etc.
- ✂ Organizing and lining up parents and wedding party for processional
- ✂ Secure all gifts, guestbook and personal items with designated caretaker
- ✂ Deliver final payments and gratuities to vendors
- ✂ Setup on wedding day such as: candles, photographs, guest book, wedding favors, toasting glasses, cake serving set, ceremony programs, assigned seating chart, place cards and table numbers is included in package, however additional charges may apply for any setup/breakdown of décor items, linens, tables, chairs, etc.

Wedded Bliss

- ✂ Return small rentals
- ✂ Return anything left at venue to Bride (ie, extra programs, candles, toasting flutes, etc)