

# Elegant Events

by Leece

## Day-Of Facilitation



- Meet with you at least 60 days before the wedding date to discuss event details and planning you've already coordinated
- 24/7 Access to Private Client Portal; all the refined digital resources and templates
- Consult with your vendors to review signed contracts and confirm timelines and logistics
- Create a detailed day-of timeline and floor plan
- Complete a final walk-through of the ceremony and reception sites (usually with the couple)
- Address any overlooked details and connect with VIPs
- Manage the rehearsal
- Set up decor at reception site for day-of
- Coordinate everything on the wedding day, with at least one assistant
- Send-off, clean-up, and post-wedding check-in afterward

Investment

\$2,000

(Base price before add-ons or fees)