



## harriet package

- Initial consultation
- 3 month meeting to discuss timeline & outstanding vendor questions
- 1 month meeting
- 1 week meeting
- Act as main point of contact for vendor questions 1 month prior
- Timeline
- Full day -of coordination (12 hours)
  - Additional hours and meetings upon request
  - Set up small decor items, such as centerpieces, photos, place cards, table numbers, etc.
  - Direct vendors upon their arrival
  - Assist catering staff as needed
  - Act as main point of contact for Venue
  - Greet and direct guests for ceremony
  - Cue ceremony, play music as needed
  - Move any decor to reception space
  - Assist in room flip
  - Move gifts

- Manage timeline throughout night
- Assist in seating guests for dinner, oversee dinner service
- Get toasts, cake cutting, speeches going on time
- Set and replenish desserts
- Pack up decor end of night
- Donate food, floral, recycling as necessary