



## *Wedding Day Management*

### **Package starting at \$1400**

This package is for couples that have every detail planned for their big day and they just want to see their vision executed by a professional. Minka Events seamlessly steps in a month before the wedding for an initial consult where we soak in your vision and design a plan to make it happen. We will reach out to all your vendors and make sure we are all on the same page. One week before your big day we will create and distribute a timeline for your day to all vendors and your wedding party. On your event day you are guaranteed two coordinators that will manage your ceremony and reception to give you a memorable day for both you and your guests. This means that all the *Coulda! Woulda! Shoulda!* is handled professionally by us. Just think of us as the golden ticket to the best day of your life!

#### 1MONTH BEFORE WEDDING

- Final meeting to discuss timeline and details
- Design line up for wedding party
- Discuss cueing and song selection
- Confirm who will perform each task at the wedding ceremony

#### WEEK OF THE WEDDING

- Confirm arrival times with vendors and distribute wedding day timeline
- Connect with and provide helpful tips and advice to entire wedding party prepare for the wedding day.
- Final venue walk-through and finalize reception details
- Prepare wedding Day Itinerary and Scheduling
- Vendor Confirmation Assistance
- Collect personal items such as toasting glasses, cake knife & server, place cards, menu cards, ceremony programs, unity candles, guest book, favors, card box etc. and bringing them to the wedding ceremony and reception
- 1 final meeting via phone
- Attend & coordinate rehearsal



## ON YOUR WEDDING DAY

- Manage all details of the wedding day (Two Event Coordinators up to 10 hrs )
- Manage timeline for bridal party and vendors
- Coordinate bridal & groom dress up (makeup, hair, gown, etc.)
- Oversee deliveries & set-up of ceremony and reception as planned
- Handle any wedding day emergencies ( wedding day emergency kit at hand ready with bobby pins, stain removers, band aids and more)
- Greet guests at ceremony and direct them to ceremony and reception site
- Attend to guests answering any questions they might have (parents, kids, etc.)
- Distribute and pin all corsages, boutonnieres and bouquets
- Take down ceremony essentials if need be
- Attend to all last minute changes, problems or schedule changes
- Organize & set Place-cards, Favors and Menu cards
- Double check the guest list, table count, placement and chair count at each table
- We will be the point person for both venue staff and wedding party
- Coordination of grand entrance, cuing DJ and MC, toasts and speeches, first dance, cake cutting, garter toss etc.
- Manage late night food and make sure it comes out or delivered and served on time.
- Coordinate with catering staff to ensure all guest are well taken care of.
- Coordinate with point person to make sure all gifts and personal items are safely transferred to a safe location or vehicle.
- Ensure that late night transport is on time.
- Distribute final payments to all vendors as needed.

### Optional Add-Ons:

*Additional fees may apply*

- Rehearsal Dinner event design, planning and management
  - Delivery of gifts and personal items to hotel or residence
  - Set-up and tear-down of tablecloths, chair covers, centerpieces
  - Pick-up and return rentals
  - Extra clean-up, e.g. stacking chairs, folding tables, mopping floors/vacuuming carpet
  - Additional time for wedding coordinators
- AFTER YOUR WEDDING
    - Follow up with all vendors and thank them for helping make your wedding day a success.

*Travel Expenses will incur for event location outside 20 miles radius of Twin Cities at \$1/mile. Hotel accommodation expense will also incur for location more than 60 miles from Twin Cities (Fee TBD).*

