

# **EVENTS by LEAH BROWN**

812.219.6446

[eventsbyleahbrown@gmail.com](mailto:eventsbyleahbrown@gmail.com)

[www.eventsbyleahbrown.com](http://www.eventsbyleahbrown.com)

## **DAY OF WEDDING PACKAGE**

This package is best suited for the couple who would like to plan the majority of their wedding themselves, but want to have a stress-free, relaxed wedding day. This package includes:

- Free Initial Consultation
- Unlimited access via phone and/or email
- Four Scheduled Meetings to guide and review wedding details
- Vendor Referrals/ Recommendations & Access to Preferred Vendor List
- Review of Vendor Contracts
- Create Detailed Wedding Day Timeline/Itinerary
- Distribute Timeline to all vendors
- Confirm details and timeline with all vendors
- Distribute final payments and gratuities to all vendors
- Walk through venue to confirm layout and setup prior to wedding day
- Provide reminders & checklist of all personal items needed for wedding day
- Storage & Transportation for all wedding decorations and print materials
- Emergency Wedding kits will be made available
- Coordinate & Attend Ceremony Rehearsal
- Full Day of Coordination for Ceremony & Reception  
(Includes Set-Up, Management, Tear-Down/Clean Up)
- Collect & Transport all gifts and wanted decorations to desired location after reception