



# White Orchid Events

## YOUR GUARDIAN ANGEL PACKAGE

### *Before the big day:*

- 2 x pre-wedding consultations face to face to go through your ideas and what you would like for me to do and not do (including styling)
- Communication via phone and or email is uncapped
- Attendance at ceremony and reception rehearsals, if required
- Coordination with all suppliers and venues before the day to ensure a smooth day (confirm times, contact details and bookings)
- Work with the couple on schedule for the day
- Work with the couple to draw up a list of family for photographs
- Distribute run sheet to suppliers and venue

### *On the big day:*

- Coordination of all suppliers and venues on the day
- Provide an "Emergency Wedding Kit"
- Set-up, Pack-down and Styling of any hired items of ours; or early arrival to ensure the set-up is how you wanted it if other suppliers
- Styling of bonbonnières when not included in venue set-up
- Attendance on your wedding day until the last big event (or to the end if hired our items)
- Usher and assist guests to their seats while waiting for entrance
- Help organising the wedding party before aisle walk and last checks on dresses/makeup etc
- Manage family photographs after the ceremony using pre-written list
- Pack up of ceremony
- Brief the MC/DJ and venue before start of reception
- Working with the Venue Managers to ensure everything is on scheduled
- Running of the ceremony and reception as per the schedule
- Gather and coordinate the speeches
- Looking after suppliers that are there on the day (i.e MC/DJ and Photographer)
- Ensuring that the Wedding Party have eaten and are hydrated
- And of course, keeping the couple happy