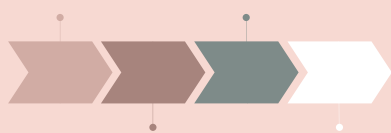


DAY OF COORDINATION

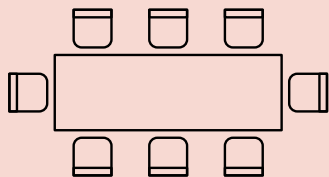


THE VELVET — BOW —

What we do for you



Timeline
Development



Floor Plan
Creation



Vendor
Communication

TIMELINE MANAGEMENT:

- Develop and manage the wedding day timeline.
- Coordinate with vendors to ensure they adhere to the schedule.

VENDOR COORDINATION:

- Confirm details with all vendors before the wedding day.
- Direct vendors during setup and breakdown.

CEREMONY MANAGEMENT:

- Coordinate the processional and recessional.
- Cue musicians, officiant, and wedding party.

RECEPTION MANAGEMENT:

- Coordinate the grand entrance of the couple and the wedding party.
- Ensure a smooth transition between different events (toasts, dances, cake cutting).

GUEST ASSISTANCE:

- Direct guests to appropriate areas.
- Handle guest inquiries and issues.

PROBLEM SOLVING:

- Address and resolve any unforeseen issues that may arise.
- Have a backup plan for potential challenges.



\$500 off if booked Jan. or Feb. 2024 for any date in 2024
regular price: \$1,750

AUTHENTICITY

+

CREATIVITY

\$1,250 IF SECURED BY FEB. 2024

\$500 NONREFUNDABLE DEPOSIT

WITH 2 EQUAL PAYMENTS - ONE 6 MONTHS

PRIOR AND ONE 2 MONTHS PRIOR