

# *The Corry House*

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Congratulations on your upcoming wedding! I am pleased to offer you two coordination options for your special day! I want you to be relaxed, worry free, and enjoy every aspect of your wedding. Early on I will meet with you for a planning meeting. During the planning meeting we will discuss your budget, determine your priorities, go over the wedding planning worksheet, and begin your timeline compilation. Both coordination options include directing the wedding rehearsal, wedding ceremony, and reception to ensure your day goes according to plan. Please find the specifics of what is included for both coordination options below. I look forward to working with you!

## **Day of Coordination**

*\$250.00*

- Provide you with a wedding planning worksheet
- Timeline compilation for wedding weekend
- Direct the wedding rehearsal
- Coordinate both the wedding and reception to ensure your day goes according to plan
- Serve as point person for you, your bridal party, and vendors on the wedding day
- On-site wedding day management
- Final vendor confirmations and follow-up prior to wedding
- Trouble-shoot any problems that may arise on your wedding day. Assist bridal party and guests as needed
- Phone and/or email availability

## **Wedding Planning and Coordination**

*\$600.00*

- Provide you with a wedding planning worksheet
- Timeline compilation for wedding weekend
- Direct the wedding rehearsal
- Coordinate both the wedding and reception to ensure your day goes according to plan
- Serve as point person for you, your bridal party, and vendors on the wedding day
- On-site wedding day management
- Final vendor confirmations and follow-up prior to wedding
- Trouble-shoot any problems that may arise on your wedding day. Assist bridal party and guests as needed
- Customized vendor referral list based on your budget, style, and personality
- Ceremony and reception layout construction consultations and/or review
- Distribute bouquets, corsages, and boutonnieres to wedding party
- Ensure all special items and keepsakes (guest book, party favors, programs, etc.) and laid out the day of the wedding
- Collect all special items and keepsakes at the end of the reception
- Guidance with etiquette, family, and traditional considerations
- Phone and/or email availability
- One on-site planning meeting for complete walk through of ceremony and reception prior to wedding