

The Venti

All inclusive planning package

- Unlimited Meetings
- Unlimited Communication
- Budget Creation/Management
- Venue Selection
- Preferred Vendor Referrals
- Design, Theme & Décor Planning
- Contract Negotiations
- Coordinate all vendor details
- Pre-wedding checklist
- Timelines
- Create Programs
- Stationary Management, Design and Mailing
- Oversee RSVPs
- Manage Guest Rooming List(s)
- Coordinate Wedding Week Activities
- Favor Creation
- Coordinate Welcome Baskets
- Assist with Catering and Menu selections
- Facilitate and Organize the Ceremony Rehearsal & Dinner
- Unlimited Hours on Wedding Day
- (2) Two Savvy Coordinators on Wedding Day
- Responsible for Overseeing all Day of Activities, Including but not Limited to the Following:
 - Available to Bride and Groom as a Personal Assistant
 - Setup Favors, Reception Table, etc.
 - Oversee all Vendor Commitments
 - Manage Bridal Party and Family Preparations on Wedding Day
 - Manage Flow of Guests
 - Maintain Schedule of Events
 - Facilitate all Setup and Teardown
 - Manage all Day of Vendor Payments and Gratuities
 - Resolve any Unforeseen Issues

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