



~On-Site
Wedding Planner
Services~

Wouldn't you like all of your guests to sit back and enjoy your big day? Don't rely on family or friends to do all of the hard work required for a successful wedding day. Most of the time, your volunteers have little to no experience in the event planning field. Don't put them through that stress! Let Rutledge Manor handle all of the organization details for your big day!

Your wedding planning package includes the following services:

- 1-hour meeting two weeks prior to the wedding day to discuss the proposed timeline/itinerary, menu finalizations, receive vendor contact information.*
- Wedding planner must contact all vendors within one week of the wedding to confirm arrival time, location, and set-up area. **
- Wedding Planner must attend the 1-hour rehearsal to direct and prepare the bridal party for the wedding day*
- Planner must make sure the decorations and food area is prepped for the reception*
- Provide the photographer with a "must shoot" list*
- Gather the bridal party and immediate family for photography*
- Instruct wedding party with parking and ceremony seating*
- Ensure that the best man is ready in time*
- Communicate with the transportation driver for post ceremony pickup*
- Give the wedding party their cue to walk down the aisle*
- Alert wedding party aware of any last minute details*
- Provide seating booth and assistant to direct guests to their tables along with meal tickets*
- Set out the guest book and make sure all guests sign in*

- *Communicate with bride and groom so that they know how much time remains before the start of the ceremony*
- *Handle any emergencies that may arise*
- *Be the liaison between all vendors and catering staff*
- *Handle any emergencies that may arise*
- *Ensure smooth flow of cocktail hour*
- *Cue band, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting, toasts and parent dances*
- *Make sure the itinerary is on schedule*
- *Coordinate reception departure transportation*

*Please note that wedding planners are not responsible for negotiating any terms in contracts with vendors at this time, or at any other time prior to, during, or after your wedding day. All agreements should be finalized prior to the wedding.