



Day of Wedding Contract

This package is meant for the couple that has planned every aspect of their wedding but just needs professional assistance to ensure their wedding day runs smoothly. This package can begin as early in the engagement or as late as 2 weeks before the wedding.

PACKAGE INCLUDES:

2 hours consultation with your wedding planner.
Wedding day consultation is to meet and discuss the details of the wedding day.

2 hours meeting of all details and schedule of wedding vendors.
Wedding timeline coordination of vendors and discuss the details of the wedding day.

2 ASSISTANTS FOR DAY OF WEDDING:

Assistant #1: Wedding assistant stays at the reception site overseeing set up, receiving deliveries, greeting vendors, decoration of venue, following timeline, handling final payments and gratuities, placement cards, favors, and ensuring that all special guest requests are granted.

Assistant #2: Wedding assistant stays with the bride. Helping the bride get dressed in her gown and train, helping bridal party stay on a timeline schedule, overseeing the arrival of hair, makeup, flowers and photographer. Coordinating the Groomsmen and Bridesmaid to walk down the aisle. Queuing music, readers and wedding officiant as the bride prepares to walk down the aisle.

Day before wedding: Final walk through of your wedding site, final calls

ASSISTANCE WITH:

Corsages, boutonniers, flower girl's basket, gathering of wedding party and family members for photos. Return of all rental items, organize and pack all of your personal items, guest books, toasting glasses, top layer of cake, cards and gifts.

PAYMENT OPTIONS

Check #:

\$995

This full payment secures your wedding date , 2 assistants.

Print Name:

Signed and Sealed:

Title:

Date:

Please make checks payable to: KML Productions and mail to:

311 Lowell St., Suite #2318 – Andover, Ma. 01810

Email form to clara@bostonbridalaffair.com

Clara Tompkins 978-479-3616 or Email: clara@bostonbridalaffair.com