



Mom & Me

E V E N T S



What we can do for you so that you and your Groom can RELAX and enjoy your Special Day....

- ❖ Making sure that You, Your Groom, Parents and the Wedding Party are comfortable and have all the attention and service deserved while getting ready for the big day.
- ❖ Receiving all deliveries, greeting and assisting vendors
- ❖ Overseeing proper set-up and design of ceremony and reception areas
- ❖ Acceptance of and assistance with the distribution and pinning of all corsages, boutonnieres, wedding personal flowers and flower-girl flowers
- ❖ Ensuring proper placement of the guest's assigned seating place cards, guest books, photographs, candles, wedding favors, ceremony programs, menu cards, disposable cameras, etc. per your instruction
- ❖ Making sure any of your guests with special needs receive care and assistance without making them feel uncomfortable
- ❖ Greeting your guests and directing them to the ceremony and reception areas at the appropriate times – if it rains we have Umbrellas to greet your guest. And for the bride and party, we will make certain that you arrive dry and beautiful!
- ❖ Finding the flower girls and the ring bearer when it's time to walk down the aisle
- ❖ Rounding up, lining up and cueing the Wedding Party when it's time to walk down the aisle, making sure they look great, smiling, paced perfectly, no hands in pockets
- ❖ Letting you know when it's time to walk down the aisle, making sure you are ready for the big moment, making sure your dress and train are perfect and send you on your way down the aisle with your escort
- ❖ Making certain that all ceremony musicians are cued appropriately to ensure correct pace and timing
- ❖ Coming to the rescue of the crying flower girl or ring bearer during the ceremony when their Mom and/or Dad happens to be in the ceremony
- ❖ Directing your guests to the cocktail reception after the ceremony
- ❖ Assist the Photographer in gathering your Wedding party and family members for pictures as needed
- ❖ Making Certain that all finishing touches are complete and exactly as you wished before allowing guests to enter the reception area
- ❖ Making certain all candles are lit and remain lit throughout the entire reception
- ❖ Answer any guests' questions and concerns graciously throughout the day
- ❖ Assisting DJ/MC is guiding guests through the day/evening and on to the next scheduled events making certain that no one misses these events and there is steady, comfortable flow with no dead air or rushing
- ❖ Assisting your Maid of Honor in the bustling of your Wedding Dress
- ❖ Organizing the Grand Entrance and getting everyone lined up outside the reception area in correct order informing the MC of all correct pronunciations of names
- ❖ Always letting You and Your Groom know what is next so that you are never caught off guard
- ❖ Seeing to it that parents and very special people are given special care and their every need is catered to and making certain the dietary needs and requests of guests such as allergies, vegetarian and vegan requests are followed through with correctly
- ❖ Communicating with the chef, banquet captain and catering staff to ensure timely dinner service
- ❖ Making certain that everyone scheduled to give toasts or host special events during the day are cued and prepared
- ❖ Making certain you're Grandmothers get a great spot for the cake cutting and first dance, etc.
- ❖ Coming to the rescue with a warm, damp cloth when you groom wasn't as nice as he had promised you to be during the cake cutting or vice versa
- ❖ Be there by your side, ready and available for any emergencies or unexpected occurrences
- ❖ Guiding you graciously through your day, keeping things running on schedule, without a coordinator it's very easy to simply run out of time and you never get to do all those creative and special things you spent months planning
- ❖ Distributing final balances and gratuities to the vendors on your behalf
- ❖ Collecting disposable cameras, all of your wedding gifts, your guest book, pen, toasting glasses, cake top, etc.
- ❖ Knowing exactly when you need a soft voice to calm you, one other than of your family or close friends
- ❖ Being the one person to offer you a little laughter when those people nearest and dearest to you (forgive me) are driving you nuts

So Relax.....and let us handle the details