

Wedding Planning Only or within our Packages includes:

1. We love to hear from our couples! We include unlimited email communication and phone calls, day or evening, (within reason) and up to two in-person planning, site tours, or tasting meetings.

The staff of 11th Hour believes in a personal touch. We want to get to know our couples and not just read their needs, but **listen to their vision**. Within an email, a bride may state she wants a “laid back beach party” but when she explains herself verbally, it isn’t at all what she wrote. We want to give our couples the wedding they have dreamed about and we feel the only way to achieve this is simply to talk.

2. If our own vendors, or rental equipment, or decor, isn’t what you are looking for, we will assist you with finding the perfect person, or rental item, or decor detail, that will work within your budget. This includes scheduling face to face or phone meetings with the vendor, and emailing or texting sample images back and forth with us.

We like our couples to send us images of ceremony and reception set ups, so we can pull the items we may already have, then supplement with items we don’t. This can save our client money and also give them the exact look they want.

3. We will always make suggestions on how to save money and not take away from the beauty of your Wedding Vision. We don’t want you to start your life in debt nor do we want to break your parents! Our company can not only save you money but will help prioritize how to use the funds you have.

4. We provide our couples with Wedding Homework to fill out for us to prepare a customized and detailed Timeline for your Ceremony and Reception. We utilize your Homework responses to fill in the blanks of the Timeline. Then we send rough drafts of the document to you until you are completely satisfied with the results. Upon approval, we distribute the Timeline to Vendors, key Wedding Party Members, and your Immediate Family by email. The Timeline is important to the success of the Rehearsal, Ceremony, and the Reception.

If our company is handling your Photography needs, we send you a Wedding Photo Checklist. This important document allows you to list family groupings by their first names and how they are related to you, so no desired portrait is missed. It also allows us to see your style of images requested for the Wedding Party and the two of you.

5. We will coordinate a one hour Ceremony Rehearsal one to two days before your event. With Timeline in hand, your Director will lead you through the processional, explain where and how to stand and space yourselves, go over a few vow details, then how to recess. This is practiced twice and even three times if you feel you need to. Nothing makes a Bride and Groom more at ease on their Wedding Day than a great Rehearsal.

6. We will discuss Transportation plans if needed and make recommendations for the timing of pickup and drop off of guests to the driver. The driver will make up the schedule and we will share it with your guests using the service.

7. We will manage the vendor and equipment setup for the Ceremony/Reception/Event Site(s). Any items rented through our company, our staff will provide all the labor for putting up and taking down. If another rental company is hired, we will be in contact by email and/or call before the event day, to ensure they are on schedule and have arranged for the labor they need to set up where we direct them to.

8. We will assist with the setup of the signing item, programs, signs, seating chart, etc. Any items in your 11th Hour Package, our staff will put together and in place. Items that you have purchased should already be assembled before your day.

We will assist in placing escort or cards in their place but we require your appointed friend or family member to assist us. Since we don't know your family members and friends, this will cut down on seating mistakes if people aren't attending at the last minute or you have changed their seating after your directions have been sent to us.

9. We will make sure you present the Officiant the marriage license, line up and cue guests, family, wedding party and musicians for the Ceremony. We will coordinate Reception activities with Vendors throughout the event to ensure the Timeline is followed and commitments are transitioned through as planned and contracted for.

10. We will arrange for the boxing of cake and bagging of extra food (if allowed) to take home or to be left at an Event Home. We will make sure they are placed in the refrigerator by the caterer if necessary.

11. We will distribute gratuities if requested to and stay until the end of the event. We NEVER leave before the event has ended at the scheduled time.

We will pack up all your personal items to give to the appointed friend or family member. Gifts and envelopes placed in your card box are very

important to us. We want to make sure these items are secure half way through the event.