



Month of Planning

Already have your event planned, but just need someone to execute your vision? This is the perfect package for you! The month before your wedding can be the most stressful time for a couple. Let us take care of it for you so you can relax and enjoy this important time with the people you love. When your wedding day arrives, we handle all of the details and logistics with the décor, vendors, and venue. This package begins four weeks prior to your event.

Below is what is typically included in our Month of Planning package – however, it can be customized to meet all of your particular needs!

4 Weeks Prior to Wedding Date:

- Attend one site visit with client to establish the aesthetic, flow and timeline
- Unlimited phone and e-mail communication/advice for client
- Review all vendor contracts

2 Weeks Prior to Wedding Date:

- Meeting, Skype or phone call to create a detailed timeline/itinerary and share with all vendors and bridal party
- Verify all delivery times with vendors
- Collect and coordinate all printed materials and special items for wedding day

Wedding Week:

- Final meeting to verify last minute details
- Coordinate rehearsal

Wedding Day:

- Coordinate all aspects of the wedding day
- Ensure bride and groom stay on schedule for the day
- Confirm marriage license and wedding rings are on site
- Manage vendor set-up and coordinate deliveries and installations, per contracts with vendors
- Coordinate distribution of final payments and gratuities
- Manage and/or coordinate transportation for family and guests
- Set-up escort cards or seating chart, and all tabletop stationery
- Oversee final lighting, sound and temperature review prior to guest arrival
- Conduct final seating and table check prior to guests arrival

- Assist with wedding party or guests who have special needs
- Line up and cue wedding party for ceremony and introduction
- Coordinate with caterer for dinner service
- Cue all music changes and speeches with band/DJ
- Direct photographer and videographer to confirm specific shots are captured
- Instruct wedding party and family members for photos
- Ensure all gifts and special items are given to designated person at the end of the night for safekeeping
- Manage strike of venue and stay until the last vendor leaves. We are more than happy to help, however W Rentals & Events will NOT be responsible for tearing down the event and/or bussing of tables.

This package requires the accommodation of 1 room with double beds for a minimum of 1 night based on venue proximity to Clarksburg, WV. An additional night may be required based on distance traveled.

This package begins at \$2,000.00 and will be additionally customized as requested.