



Dream Wedding Designers

www.dreamweddingdesigners.com

info@dreamweddingdesigners.com

786-223-8081/786-286-4949

Dream Wedding Designers in South Florida is delighted to be a part of your special day.

We specialize in weddings, candy buffets, and other social events.

This package is designed for the bride and groom who have **planned their entire wedding**, but want the services of a professional wedding coordinator to finalize last minute details and to ensure a smooth running wedding day.

DAY OF COORDINATION PACKAGE:

You may pick and choose what you need for your DOC.

Minimum is \$500.00

Final Detailing 4 Weeks before the wedding

	Two-hour meeting to discuss wedding and reception/ceremony details	Included for free
	Unlimited E-mail Consultations and Phone Calls	Included for free
	Two weeks prior to the ceremony, all vendors listed on the contract will be contacted to verify details of their services	Included for free
	Prepare wedding day itinerary for the Bride/Groom and bridal party, and vendors	\$75.00
	Final Detailing Consultation with Entertainment the Month of Wedding	Included for free
	Final Detailing Consultation at the Selected Site the Month of Wedding	Included for free
	Final Detailing Consultation with Coordinator the Month and the Week of Wedding	Included for free



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	Last Minute Vendor referrals.	\$50.00
Payments to the vendors		
	Contact all vendors listed to finalize what is the payment that is due and when is it due.	\$50.00
	Distributing final balances and gratuities to the vendors on your behalf	\$25.00
Rehearsal		
	Conduct all Vendor Confirmations for rehearsal.	Included for free
	Attend and direct rehearsal (not including the rehearsal dinner) (1 hour duration).	\$75.00
	Final collection of wedding items at rehearsal to be set up on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.	\$25.00
	Manage wedding vendors per your instructions - we will be available in person and/or by telephone during the entire wedding day to assist vendors with any problems or questions	\$25.00
Wedding Day Management Services		
Ceremony		
	Manage vendor, décor setup at ceremony and assist with the ceremony procession.	\$150.00



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	Conduct all Vendor Confirmations for ceremony and reception	Included for free
	Ensure reception and ceremony areas are set up as you have planned	Included for Free
	Receiving deliveries and greeting vendors	Included for Free
	Acceptance of and assistance with the distribution and pinning of all corsages, boutonnieres, wedding flowers and flower-girl baskets	Included for Free
	Assist Bride, Groom and the wedding party as needed in getting ready for the ceremony	Included for Free
	Check for any items necessary to properly conduct the ceremony	Included for Free
	Distribute bouquets and pin flowers on attendants	Included for Free
	Greeting your guests and directing them to the ceremony area	Included for Free
	Finding the flower girl and the ring bearer when it's time to walk down the aisle	Included for Free



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	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	Included for Free
	Letting you know when it's time to walk down the aisle, making sure you are ready for the big moment	Included for Free
	Making sure your dress and train are perfect and send you on your way down the aisle with your escort	Included for Free
	Making certain that all ceremony musicians have the correct musical selections for guest arrival, family seating and also the correct processional and recessional musical selections	Included for Free
	Making certain that the ceremony musicians are cued appropriately to ensure correct pace and timing	Included for Free
	Coming to the rescue of the crying flower girl or ring bearer during the ceremony when their Mom and /or Dad happen to be in the ceremony	Included for Free
Wedding Day Management Services Reception set up during the day		
	Distributing hard copies of your Complete Wedding Day Itinerary to all vendors	\$50.00
	Oversee the beginning stages of preparation of the Bride, Bridal Party, Family	\$25.00
	Oversee Vendor Set-Up	\$75.00



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	Ensuring proper placement of the guest's assigned seating place cards, wedding favors, ceremony programs, disposable cameras, etc --per your exact instruction	\$150.00
Wedding Day Management Services		
Cocktail hour		
	Directing your guests to the cocktail reception	Included for Free
	Arranging transportation for the wedding party and guests	\$25.00
	Access to Bridal Emergency Kit on Wedding Day	Included for Free
	Greet Guests to the cocktail hour and help them find their seating cards	Included for Free
Wedding Day Management Services		
Reception		
	Organizing the Grand Entrance and getting everyone lined up outside the reception area in correct order.	Included for Free
	Making sure all candles are lit and remain lit throughout the entire reception	Included for Free



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	Prompt band/DJ of Bride and Groom's arrival, cake cutting, special toast, bouquet and garter toss, games, shows, etc.	\$125.00
	Making sure the dietary needs and requests of guests such as allergies, vegetarian and vegan requests are followed through with correctly	Included for Free
	Work side by side catering banquet captain for a memorable dining experience	Included for Free
	Making certain that everyone involved in toasts or special events during the day are cued and ready	Included for Free
	Distribute items to be tossed just prior to Bride and Groom's Departure	\$25.00
	At the end of the reception, ensure the gifts, cake, bridal attire, portrait, bridal book and pen, cake cutting tools and Champagne flutes and any other items are being transported to the assigned location by the assigned family member or friend*	\$50.00
	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*	Included for Free
	Two Professional Coordinators on Wedding Day*	Included for Free



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Extra Services

	RSVP tracking/ making a list	\$100.00
	Welcome Gift bags/ out of town bags Assembly	\$1.50 per piece
	Favor Assembly	\$0.50 per piece
	Creating Bathroom Baskets	\$25.00 each
	Helping in Menu Creation	Ask for a price quote
	Candy Buffet	50-300 people Ask for a price
	Creations of Stickers for your favor bags	Ask for a price quote

**There is an additional fee of \$200 for events with 200 or more guests to cover the cost of additional staff that will be necessary for the logistics larger events pose.

If you order **candy buffet as a favor for your wedding from us, you will receive 10% discount on the Day of Coordination package.

Payment Terms : 50% at contract; balance due 30 days prior to the wedding day.