

# Sarah Viera Events

PLANNING | DESIGN

*Sarah Viera Events & The Pinery Partnership  
Perfect for Out of Town Bridal Parties!*

## **PRE-WEDDING FESTIVITIES**

Unlimited Communication via Phone & Email (up to 12 months)  
Free Access to Online Wedding Planning Platform  
Assistance with Wedding Stationery  
Assistance with Rehearsal Dinner Planning  
Assistance with Arranging Hotel Accommodations  
Attend First and Final Planning Meeting  
Tailored Vendor Recommendations for Necessary Vendors  
Attend Venue Walk-Through  
Wedding Timeline Creation Meeting  
Final Vendor Contact to Confirm All Details  
Coordination at Wedding Rehearsal With Wedding Party

## **WEDDING PLANNING**

Up to 10 Hours of Coordination on the Day-Of  
Oversee Implementation Of Design And Décor At Ceremony & Reception Site  
Ensure All Vendors Are Fulfilling Their Obligations As Stated In Their Contract  
Makes Sure Bridal Party & Family Are On Schedule Throughout The Day  
Provide Bridal Emergency Kit  
Setting And Placement Of All Ceremony & Reception's Key Items  
Event Styling As Needed  
Ensure All Final Vendor Payments & Tips Are Delivered The Day-Of  
Line-Up Family & Bridal Party For Ceremony At The Appropriate Time  
Cue Family & Bridal Party's Walk Down The Aisle  
Ensure Guests Are Properly Routed To Cocktail Hour/Reception  
Organize Line-Up For The Grand Entrance  
Cue DJ Or Designated Person Throughout Reception Activities  
Oversee Reception Teardown

*\*Included in Platinum Package*

*\*Can be Included in Copper, Bronze, Silver or Gold Packages*

