



The Silver Lining Package

Have you already thoughtfully planned your big day? Are the details all in place? As the day comes closer, chances are you are just now realizing , you *will not be available* on the day of your wedding, to ensure every detail goes off in the precise manner that you have so perfectly planned. Suddenly you need someone available to make sure the vendors show up and fulfill your requests, someone to be available to troubleshoot any unexpected mishaps, and provide rehearsal assistance and answer etiquette questions. After many months of planning, we understand the need to entrust all your perfectly planned details in the hands of a capable, experienced, and professional individual.

Let our team of wedding professionals see to the details with our weekend of package, "The Silver Lining".

The Silver Lining Package



Pre Wedding Activities

Our first step will be a consultation with the bride and groom to discuss plans already in place and determine the areas in which they will need additional assistance.

Pre Wedding Activities (Week Of)

Vendor and Additional Coordination

- Obtain a list of all wedding vendors and a copy of their contacts and responsibilities
- SAWEC will contact ceremony/church representative, reception venue, and vendors on any changes/updates of wedding details and numbers.
- SAWEC will coordinate delivery and set up times between vendors and venue, and provide detailed timelines to bride, and venue representatives, as well as have a coordinator onsite at time of deliveries.
- SAWEC will distribute final payment to vendors by the date requested in their contract.
- SAWEC will deliver welcome packages to out of town guest.
- SAWEC will pick up and deliver bridal portrait to reception venue.
- SAWEC Attend final bridal gown fitting, ensure gown is steamed, and deliver to bride.

Rehearsal and Wedding Ceremony Preparation

- SAWEC will review and coordinate rehearsal and ceremony with officiate, wedding party, and vendors. To include assistance in preparing ceremony order of events.
- SAWEC will prepare and distribute a timeline of events for all wedding activities, to bride and all necessary bridal party and family members.
- SAWEC will provide etiquette and third party advice.
- SAWEC will attend wedding rehearsal, and assist/or run the order of ceremony.
- SAWEC will discuss proper usher etiquette, and wedding party responsibilities with the wedding party.

Wedding Day Activities

Ceremony

- SAWEC will make sure marriage license is at church.
- SAWEC will ensure all ceremony articles are at the ceremony, to include rings, flower girl baskets, ring bearer's pillow.
- SAWEC will assist bride, groom, bridal party and family in any capacity required.
- SAWEC will distribute bouquets, pin corsages and boutonnieres.
- SAWEC will provide an "anything you could possibly need" kit.
- SAWEC will ensure that timeline is adhered to.
- SAWEC will assist Wedding Party in preparations to walk down aisle.
- SAWEC will assist Wedding Party and Family after ceremony with photos.
- SAWEC will assist Wedding Party and Family in departure to reception.
- SAWEC will Notify Wedding Specialist at reception of Wedding Party ETA.

Reception

- SAWEC will organize and set up any photos, seating cards, reserved signs, bridal portrait, cake cutting utensils and toasting glasses, guest book, and pen, as well as any other item requested by bride and groom.
- SAWEC will oversee all vendor deliveries.
- SAWEC will oversee venue décor, floral, DJ/Band, and any other vendors to ensure that all is carried out according to bride and grooms requests.
- SAWEC will provide additional décor services with décor provided by outside vendors, the bride, or rented from San Antonio Wedding and Event Consultants.
- SAWEC will coordinate reception timeline with DJ/Band prior to start of wedding.
- SAWEC will assist in bustle of bride's gown upon arrival.
- SAWEC will notify DJ/Band of bridal party arrival for announcement of Bride and Groom.
- SAWEC will ensure all wedding reception activities (IE: receiving line, invocation, toast, dinner, dances, cake cutting, etc.) are adhered to as bride and groom have planned.
- SAWEC will coordinate send off per bride and grooms request.
- SAWEC will package a meal and slices of cake for bride and groom to take from reception.
- SAWEC will call for limo or get away car to be brought around.
- SAWEC will prepare remainder of cake to be delivered to designated car.
- SAWEC will load gifts and keepsakes after reception into designated car.
- SAWEC will prepare all rental items for return and place in designated car.