

Soirée Extensive Services



Soirée's Bliss Package is ideal for clients that need assistance with the more time consuming projects and tasks, yet would like to focus on the smaller details themselves. The package includes:

- Consultation with Bride and Groom
- Unlimited E-mail and phone communication
- Vendor Organization and Management
 - ❖ Catering Manager/Banquet Manager*
 - ❖ Florist*
 - ❖ Wedding Cake Designer*
 - ❖ Photographer
 - ❖ Videographer
 - Vendor recommendations
 - Attend meetings with vendors
 - Discuss design elements* with vendors
 - Soirée will act as a liaison between vendors and clients
 - Soirée will keep track of contracts, and remind the client of deposit due dates
 - Soirée will provide vendors with the ceremony and reception timeline, and verify all vendors have directions to the venue(s), as well as the times they are expected to arrive
- Soirée will assist in designing the ceremony, including processional and recessional order, as well as determining music and vocal cues
- Reception Layout and Diagram Design
- Walk-through of Wedding Site with Caterer and/or Clients
- Direct Ceremony Rehearsal (up to 1 ½ hours)

Bliss Package (continued)

- Wedding Day Coordination (up to 10 hours)
 - Greet and direct vendors as they arrive
 - Distribute final payments/gratuities to vendors
 - Provide an assistant (up to 8 hours)
 - Oversee ceremony and reception set-up
 - Final placement of décor/accessories, i.e. candles, favors, place cards etc.
 - Gather family and wedding party for photos and distribution of personal flowers
 - Direct ceremony
 - Coordinate first dance, cake cutting, garter/bouquet toss
 - Follow the timeline
 - Collect gifts and personals upon the conclusion of celebration
 - Maintain a stress free day