



## Wedding Day Management

Services include:

### Pre-Wedding Day

- *During your initial planning meeting with Lexi, you will share the details of your wedding plans. This will be a perfect time to ask any questions and to get feedback from a wedding expert as you move forward.*
- *When you select your venue, Lexi will meet with you onsite to go over the flow of your wedding and make any recommendations to help everything run smoothly.*
- *Regular contact via email (during business hours)*
- *Referrals to your other wedding professionals when needed*
- *Regularly scheduled check-in calls during your wedding planning process*
- *Etiquette advisement, as needed*

### Coordination of Providers

- *Lexi is happy to recommend great wedding professionals when needed.*
- *After you make your decisions, Lexi will personally review your contract with each of your providers.*
- *Lexi will create your wedding day timeline and contact each of your providers to confirm final details.*
- *Schedule and attend final meetings with Venue, Caterer, and DJ/Band.*

### Wedding Rehearsal

- *Lexi will personally be at your wedding rehearsal so you can relax and enjoy yourselves. She will work with your officiant to efficiently take your family and wedding party through the ceremony.*
- *At the rehearsal you will be able to hand over all items for your wedding from the guest book to any remaining payments and gratuities for your professionals. This is when you can take a deep breath and know that your work is done and now you can just enjoy your amazing time.*



### *Direct Wedding Day Festivities*

- *On the day of your wedding Lexi and her staff will masterfully manage all of the moving parts to make sure no detail is overlooked. They will be your voice for your guests, wedding professionals, and wedding party and everyone will know who to go to for any questions.*
- *Having your timeline overseen by a wedding expert assures that any last-minute changes are handled with ease so everything will fall into place.*
- *Lexi and her staff will be there from set-up until the last detail is taken care of for up to 9 hours.*
- *Staff with Events by Lexi does not hang décor from ceilings or place any décor that needs a ladder to do so.*