



GENA B'S EVENTS
WE MAKE THE MAGIC HAPPEN

Day/Month Of Planning & Coordination

All your vendors are selected but you still need assistance with coordination and execution on your special day. That's where Gena B's comes in one month before your event. You plan, We execute, plus a little more.

- 2 hr. Ceremony rehearsal coordination
- 10 hr. wedding day service
- Two face-to-face consultations (If required)
- Development of Wedding Day timeline.
- Unlimited email & phone consultations up to 45 days before the event.
- Confirm details and arrival times of all vendors
- Maximum 2 Site visit & walk through (With or without the Client)
- Follow-up calls and/or emails to all selected vendors (If required)
- Set up of all table décor including Guests, Sweetheart, Gift, and Cake tables.
- Final consultation the week of the wedding confirming all details
- On-site supervision of ceremony site setup
- On-site supervision of reception site setup
- Wedding Party Coordination and placement for ceremony. (Ready to walk down the aisle, Groom in place, Train is properly in place and straight).
- Ensure all items necessary for your event are in place (toasting glasses, guest book, etc.)
- Coordination of ceremony & reception
- Cue program for the ceremony & Reception (e.g., musicians, bridal party, etc.)
- Ensure all guests are seated for reception.
- Distribute final payments and/or gratuity to vendors and service providers if required
- Act as a liaison between the client and the event vendors
- Provide access to a wedding day emergency kit

We work with each of our clients to build an experience reflective of their individual personalities. We understand that no two events are the same; therefore, a custom quote is created for all "Services" after your initial consultation.

