



GLOBAL CORPORATE EVENTS  
WEDDINGS  
SOCIAL EVENTS  
EVENT SERVICES  
LINENS  
BRIDAL BLISS  
DESIGN STUDIO

## BLISS COLLECTION

Day of Coordination

A 1hr transition meeting with you Wedding Planner to transition  
Event Details and Expectation

Review Client Detail Packets to include, Inventory, Event Spec, Hair and Make up Schedule,  
His and Her Schedule, Bridal Party Line-up for Ceremony and Reception, Linen Worksheet,  
Ceremony Schedule, Transportation, Reception Schedule, Food and Beverage Details and  
Post Reception Assignment

On-Site Wedding Planner on day-of wedding

Finalize Timeline, Music, Ceremony, Bridal Party Line-up and Reception  
Collaborate vendor schedule

Review floor plans and seating guide

Prepare and distribute Behind the Scene vendor arrival and departure  
Oversee vendor set up on site and manage details to ensure clients vision

Oversee venues set-up and food presentation

Oversee table arrangement, favors, menu cards and programs

Coordinate Bridal Party Entrance

Hub of communication to vendors as well as guests

Up to 8 hours day-of coordination will be provided\*

\$1200\*\*

Payment Plan Available

\*continuous hours

\*Weddings over 150 guests may require Event Assistant

Additional travel, parking and event related expenses may apply

To set up your complimentary consultation with a wedding planner, please call us  
at 847-885-3200

Visit us at [www.oliveaire.com](http://www.oliveaire.com) to view our gallery

*Oliveaire, Orchestrating your Event with Style*

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