



Orchestrating Your Event With Style

Who will manage your event?

A Bride's Map to Wedding Planning

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Family/Friend / Venue Coordinator / Florist / Church Coordinator

- Who will negotiate prices with venue/vendors?
- Who will do research on venues/vendors?
- Who will create your timeline?
- Who will create your detailed timeline?
- Who will set-up arrival time of vendor/venue?
- Schedule set-up times?
- Set up honeymoon suite?
- Oversee guests' requests?
- Manage payment to vendors?
- Who will make financial decisions?
- Oversee food execution?
- Help with/Direct seating?

MANAGE TIMELINE

What impacts an event timeline:

Day Of

- Make-up/hair
- Pictures (*weather*)
- Transportation
- Dressing
- Travel time
- Vendor (floral): set-up
- Ceremony/reception
- End of the night
- Time allowed at ceremony site
- Program/speeches
- Entertainment
- Pre-event food and beverage
- Bridal party line-up -- ceremony

MANAGE VENUE

- Inventory drop-off
- Identifying set-up times for vendors
- Coat check
- Parking
- Hospitality room/green room
- Photo room
- Floor plans
- Tasting
 - Split meals
 - Final numbers
 - Kids' meals
- Special requests
- Power/engineering/permits
- Understanding minimums and guarantees
- Venue do's and don'ts
- What does "Union Property" mean?
- Cake table
- Server/guest ratio
- Vendor meals
- Vendor load-in/load-out times



MANAGE TASK LIST

Nothing just happens

- Ceremony
 - Programs
 - Décor/floral
 - Unity candle
 - Aisle runner
 - Ushers
 - Send-off ceremony
 - Line-up and directing of bridal party
 - Guest sign-in book
 - Transportation to/from home/hotel to ceremony
 - Floral distribution
 - Arrival of photo/videographer
 - Vendor confirmation on day of event
 - Payment/tip to vendor distribution
- Reception
 - Favors
 - Menu cards
 - Gift box (moving table/money box)
 - Place cards
 - Point person to make financial decisions
 - Cake knife/server/topper, 1st layer
 - Toasting glass
 - Assisting bride with personal issues
 - Directing bridal party
 - Directing guests
 - Reception line-up
 - Directing DJ/entertainment -- List of songs
 - Directing picture list (photography point person)
 - Collection of items the night of the event
 - Bridal/Bridesmaids' bouquets
 - Welcome bags
 - Next day: bride's gown, tuxedo return
 - Rehearsal packet for bridal party/family
 - Transportation for Bride/Groom night of the event or next day
 - Oversee special details per event needs



MANAGE VENDORS

- Photographer
- Videographer
- Church/Officiant
- Florist
- DJ/Entertainment
- Transportation
- Hotel
- Venue
- Caterer
- Linen
- Planner
- Venue
- Make-up/hair
- Lighting
- Bakery
- Rental/Equipment
- Invitations
- Insurance
- Arrival/Departure
- Extra cost/Overtime
- References
- Pictures of sample
- Back-up
- Contract review
- Staffing vendor
- Attire
- Vendor meals
- Alcohol consumption
- Travel expenses
- Promo/Advertising
- Floor plans/Timeline
- Day of contact info
- Logistical execution between vendors and venue
- Final guest count for rental equipment



AFTER THE EVENT

- Review bills for extra cost, e.g. extra meals, overtime, bar consumption, rentals, breakage, transportation etc.
- Drop off all Rental items, e.g. Tuxedo's, envelope drop box, rental car, bridal bouquet preservation, bridal gown for dry cleaning etc
- Schedule time with Photographer and Videographer to view, select and edit albums and video
- Deposit cash and checks in the bank. Create a list of gift givers with the cash/check amount
- Mail Thank you Notes
- Marriage certificate, make sure you receive a certified and recorded copy from the county.
- Change your name
- Gift returns and exchange
- Sorting your finances: Taxes, Joint Accounts, Life Insurance, 401K Beneficiaries, Medical and Dental Insurance, etc,
- Cake: Don't forget to pick up the top tier of your Wedding cake. Enjoy the cake before leaving for your honeymoon or freeze to enjoy it at your first anniversary celebration.