



Weddings by Oliveairé



Orchestrating
your Event with Style

Modern Collection

Day of Coordination our Signature Service

A 2hr. transition meeting with your Event Architect

On-Site Event Architect and Event Assistant

Discuss event details and expectations

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

Collaborate Vendor Schedule

Review Floor Plans to maximize guest flow and comfort

Prepare and distribute contact list for vendors to include arrival and departure times with load-in/load-out schedule

1 Hr. Rehearsal at the Ceremony Venue or Rehearsal Dinner

Rehearsal package prepared for distribution to Parents and Bridal Party

Oversee table seating arrangement, favors, menu cards and programs

Manage details of Florist, Linen, Photographer, Videographer and DJ/Band to ensure clients' vision

Distribute the remaining vendor balances and tips

Distribute Floral items

Oversee Venues set-up and food presentation

Move gifts to designated area

Coordinate Bridal Party Entrance

Hub of Communication to Vendors as well as Guests

Up to 10 hours day-of coordination will be provided

Vintage Collection

Upgrade to our Vintage Collection & Receive the Modern Collection inclusions as well as these additional services

Set up Tasting with the venue and attend the tasting

Create and Design Event Floor Plan and Banquet Event Order

Establish Final Guarantee and other special requests for the hotel

Review all final floor plans, Banquet Event Orders and Banquet Checks from the Hotel

Additional Coordinators are required for large weddings

Travel fees may apply if Ceremony location is outside the area

to set up an complimentary consultation, call us at **847-885-3200**

Chicago and Schaumburg
1325 Remington Rd, Suite A,
Schaumburg, IL 60173
oliveaire.com

Grand Collection

Upgrade to our Grand Collection & Receive the Modern & Vintage Collection inclusions as well as these additional services

Detail and Discuss event vision / 2hr meeting

Monthly 1hr meeting leading up to the event

Unlimited email and phone access

Set Appointments and attend Vendor Meetings (up to 3 Vendors per category)

Customized Budget Report

Negotiate and Review all contracts prior to signing

Ongoing communication and coordination with vendors

Menu Planning and Selection

Customized Timeline for Event

Customized Timeline for Vendors

Customized Task List

Customized Assignment List

Customized Inventory List

Managing Room block for out of town guests

Solicit and Review Floor Plans to maximize guest flow and comfort

Detail Event Order for Venue