



**Event Planning**

**Coordinating**

**Packages**

Provisions by Doris event planning and coordinating packages are designed to eliminate the stress of the bride and groom while seeing to all the details in a fashionable manner

**Provisions by Doris  
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**[www.provisionsbydoris.net](http://www.provisionsbydoris.net)**

# *Provisions by Doris*

## *Event planning Package*

### *Alpha*

*Vendor recommendation*

*Venue recommendation*

*Customized time line for vendor*

*Customize time line for bride and groom*

*Orchestrate time line for reception*

- ❖ *Assist in location of catering area*
  - ❖ *Assist in Music set up*
- ❖ *Assist in guest arrival and reserved tables*
- ❖ *Assist in bride and groom arrival and announcement*
  - ❖ *Assist in cake and toast pictures*
- ❖ *Assist in first dance followed by parents dance*
  - ❖ *Assist in garter and bouquet toss*
- ❖ *Assist in departure of bride and groom*
  - ❖ *Coordinate vendor appointments*
    - ❖ *Assist in budget plans*

# *Provisions by Doris*

## *Event planning package*

### *Provisions*

*Vendor location*

*Venue location*

*Customize a time line for bride and groom*

#### *Orchestrate time line for reception*

- *Assist in floor plans*
- *Assist in catering set up*
- *Assist in cake location*
- *Assist in guest arrival at reception*
- *Assist in bridal party announcement*
- *Assist in bride and groom arrival with dj.*
  - *Assist in cake cutting picture*
  - *Assist with the formal toast*
- *Assist bride and groom with first dance*
  - *Assist with the parents dance*
- *Assist with the garter and bouquet toss*

## *Provisions cont.*

➤ *Assist with the departure of the bridal party*

*Customize a by monthly check list*

*Attend all required meetings with vendors*

*Distribute final payments at reception as needed*

*Assist in obtaining marriage license*

*Confirmation with all appointments with vendors and venue*

*Construct a floor plan for the reception site*

*Assist with out of town accommodations*

*Assist with invitation selection*

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# *Provisions by Doris*

## *Event planning package*

### *Omega*

*Attend all required meeting with vendors*

*Receive any deliveries on wedding day*

*Customize a final to do list*

*Distribute final payments at reception*

*Coordinate and schedule vendor appointments and review contracts*

*Compile a wedding day itinerary for vendors*

*Recommend vendor and venue*

*Orchestration of the ceremony*

- Line up of the attendants*
- Assist florist with bridal party flowers*
  - Staging of the bride and father*
- Assist ushers in getting parents seated*
- Assist in runway for the bride and father*

## *Omega cont.*

- *assist photographer in bridal party after pictures*

### *Orchestration of the reception*

- *assist in the layout of the food*
- *assist in the announcement of the bridal party*
- *assist in the announcement of the bride and groom*
- *assist in the first dance of the bride and groom*
- *assist photographer with pictures*
  - *assist in the cake pictures*
  - *assist in the toast pictures*
  - *assist in the parents dance*
- *assist dj in the opening of the buffet*
  - *assist in the bouquet toss*
  - *assist in the garter toss*
- *assist in the departure of the bridal party*
  - *assist in the securing of the gifts*

*Oversee the floor plan of the venue*

*Advised consultation throughout planning*

## *Omega cont.*

*Assist with out of town guest accommodations*

*Assist with invitation selection*

*Coordinate the set up of the vendors*

*Coordinate the arrival of the guest to the reception*

*Coordinate the arrival of the guest to the ceremony*

*Confirm date, times and deliveries of all vendors*

*Assist in the outline of the program order*

*~ Additional service ~*

*\$50.00 per hour*

*Rental items arrangement*

*Decorating services provided*

*Decorate the honeymoon suit*

*Rehearsal dinner arrangement and orchestration*

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# *Provisions by Doris*

## *Event planning and coordination packages*

*Each package will be executed in a timely manner with diligence and professionalism. In the course of performing the services you select Provisions by Doris will keep you informed of any necessary changes. Our goal is to create a stress free atmosphere for you, your guest and the family.*

*Provisions by Doris will help you make the most logical and economical decisions according to your budget as well as your theme you may select.*

*Please contact Provisions by Doris via e-mail  
[dtrotty@yahoo.com](mailto:dtrotty@yahoo.com) or at [www.provisionsbydoris.net](http://www.provisionsbydoris.net)*

