



I Do Venues offers *Day of Wedding Management* services designed specifically for the DIY couple planning their own celebration. We take your vision and pair it with our expertise to ensure your wedding day is flawless. I Do Venues is the only company in the Bay Area that specializes in *Wedding Day Management*. On your wedding day, your Day of Manager will direct all aspects of your celebration, allowing you to relax and truly enjoy your special day to the fullest. Our unique system allows us to efficiently acquaint ourselves with the specifics of your celebration, assist you in making necessary adjustments, and help navigate challenges you may be facing- our services include:

Day of Wedding Management

Day of Wedding Manager ~ \$1250.00
Day of Wedding Manager & Assistant ~\$1650.00

Includes the following services:

Pre-Wedding Services

- Initial planning session to discuss event details, *I Do* questionnaire, vendors, contracts, wedding participants and examine established timeline
- Assist in planning ceremony, processional & recessional
- Review DIY design elements
- Contact all vendors regarding timeline, pre-wedding preparations and communication
- Review and distribute time line to the bridal party and wedding participants
- Facilitate Wedding Rehearsal (1 hour)

Wedding Day Services

(up to 8 hours for Manager, up to 6 hours for Assistant)

- Manage wedding day according to established guidelines, questionnaire and timeline
- Oversee vendors throughout celebration.
- Check in vendors
- Facilitate DIY design plan
- Greet guests and hand out programs
- Direct ceremony, queue musicians and bridal party for the processional and recessional
- Assist with guest book and gifts
- Facilitate and expedite formal photography
- Ensure bridal party receives VIP food and beverage service during portraits
- Communicate with catering manager to ensure proper food and beverage service
- Direct photographer, videographer, and entertainment for duration of the event
- Facilitate bridal party introductions, toasts, speeches, dancing, cake cutting, garter and bouquet
- Expedite vendor meals and distribute final payments
- Oversee breakdown and clean-up of event
- Ensure that all equipment and personal items depart with the appropriate vendors or family member

Post-Wedding Services

- Follow up with facility and vendors
- Follow up with family to review event and final billing



Reception Managers

Our reception manager is perfect for the couple having a simple off site ceremony that does not require a "coordinator / manager to help facilitate any part of the ceremony or rehearsal

Reception Manager ~ \$800.00

Reception Manager & Assistant ~\$1050.00

Pre-Wedding Services

- Initial planning session to discuss event details, *I Do* questionnaire, vendors, contracts, wedding participants and examine established timeline
- Review DIY design elements
- Contact all vendors regarding timeline, pre-wedding preparations and communication
- Review and distribute time line to the bridal party and wedding participants

Wedding Day Services

(up to 6 hours for Manager, up to 4 hours for Assistant)

- Manage reception according to established guidelines, questionnaire and timeline
- Oversee vendors throughout reception.
- Check in vendors
- Facilitate DIY design plan
- Assist with guest book and gifts
- Facilitate and expedite formal photography (at reception)
- Ensure bridal party receives VIP food and beverage service during portraits
- Communicate with catering manager to ensure proper food and beverage service
- Direct photographer, videographer, and entertainment for duration of the reception
- Facilitate bridal party introductions, toasts, speeches, dancing, cake cutting, garter and bouquet
- Expedite vendor meals and distribute final payments
- Oversee breakdown and clean-up of event
- Ensure that all equipment and personal items depart with the appropriate vendors or family member

Post-Wedding Services

- Follow up with facility and vendors
- Follow up with family to review event and final billing



Ceremony Management

Ceremony Manager ~ \$500.00

Pre-Wedding Services

- Initial planning session to discuss ceremony details, *I Do* questionnaire, wedding participants and examine established ceremony structure and timeline
- Plan Processional, Recessional and Recommend Music Options
- Review DIY design elements
- Review and distribute ceremony time line to the bridal party and wedding participants

Wedding Day Services

(up to 3 hours for Manager)

- Manage ceremony according to established guidelines, questionnaire and timeline
- Oversee ceremony vendors
- Check in vendors
- Facilitate DIY design plan
- Assist with programs and guest book
- Facilitate and expedite formal photography (at ceremony)
- Direct photographer, videographer, and entertainment for duration of the ceremony
- Facilitate processional, and
- Oversee breakdown and clean-up of ceremony
- Ensure that all equipment and personal items depart with the appropriate vendors or family member

Post-Ceremony Services

- Follow up with facility and vendors
- Follow up with family to review event and discuss final billing

