



Ashleigh Howard Weddings

At Aurora Farms Event Venue

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Wedding Coordination + Planning Package

Leading up to the Day (As soon as you book):

Let's get to planning! You get unlimited calls, texts, or e-mails to discuss all your wedding details, starting now! We will arrange (2) meetings to discuss your vendors, decorations, layout, lineups, timeline, and all other details to make sure your wedding day is a breeze. I communicate with your vendors to get details on their ends, making sure everyone is on the same page, and you have given them all the information they need. Once I make the timeline, décor list, and layout, YOU will finalize it (make changes until you are 100% happy) so you get what YOU want! I will send these documents to all your vendors so they are all made aware of what happens when, and where everything is set up to take place. You have me 12 hours for the day, and 1 hour for the rehearsal, plus a 2nd day of coordinator who will be available to help as needed.

Let's talk Décor:

You have me for decorating AND clean up at the end of the night. I can make your décor list so I can come in and decorate your tables, aisle, and other areas of the venue as needed—saving you money from having an extra charge from other vendors! Clean up will include help with packing YOUR items, leftover food, and helping venue clean up tables, décor, and rooms.

Aurora Farms offers a whole shed full of FREE décor you can use! These items include, but not limited to (listed is most popular):

- Gold candle votives and candle sticks (LED candles are included with these if you like)
- Wooden slabs
- Table numbers
- MANY signs
- Hurricane vases (may have candles for these)
- Gold chargers
- White rustic chargers
- White pedestals
- Lanterns (white, brown, and tan)
- Faux greenery

*To see photos of décor items available in our shed, see the Google Drive link on the FAQs page of our website!

The Day Before:

Let's rehearse! You have me one hour for your rehearsal. Typically, your time slot will be the day before your wedding day, from 10-11:00am (this can be adjusted on some events). We will run through the lineups to make sure nothing needs to be adjusted before your big day!

The Day of the Wedding:

You made it! You have me 12 hours to decorate, manage vendors, and make sure your day goes as planned! This is getting everyone lined up and entered, getting the bride ready (fluffing the train, and getting veil in order), signaling to the DJ when we are ready to enter, and getting you down that aisle to be married! After the ceremony, we will be sure your tables are ready to go, flip your reception space (if needed), and make sure cocktail hour is ready. Getting guests to their seats and introductions is next (and a fun time) as your wedding parties and guests celebrate the new married couple!! Next dances, dinner, toasts, cake cutting, games, dance floor, etc. all begin, and I'll be there to make sure they all happen at their designated time slots from your timeline.