

Organizational Services Provided:

- Available via phone and e-mail at any time, to answer any questions or meet any requests you might have from 3 months prior to your wedding date up until the day of the event..
- Two face-to-face meetings with your coordinator geared towards planning/efficiency of wedding execution [typically used for a site walk thru and a timeline meeting].
- Storage of wedding-related items prior to wedding day including but not limited to candles, custom pieces, vases or other floral container, programs or other paper items for up to ONE WEEK [seven days] prior to wedding day. This may also include storage of items after the wedding, which are expected to be picked up within ONE WEEK post-event.
- Customized professional itinerary made for set-up [at site] and distributed to each vendor either at final consultation meeting or via email the week prior to event.
- Customized checklist [for In The Now use] detailing out items to be set up or supervised on the day of the event. This checklist will be created by ITN and approved by client for accuracy in the final weeks prior to event.
- Referral of any last-minute vendor needs via email/phone.

Basic Services Provided:

- Provide an adequate number of assistants for the execution and set-up of the wedding and reception to ensure that In The Now is equipped to meet the needs of the client in every way. No less than two coordinators are assigned to each event [one lead, one assistant] and up to four coordinators may be provided for crowds of 250+ wedding guests.

- Greet vendors and oversee the proper set-up of ceremony and reception, ensuring that your requests have been fulfilled to the fullest extent.
- Coordinate and run the wedding rehearsal including direction of friends, family and wedding party to ensure all people involved understand their roles [as prior arranged with the clients and officiant].
- Full-service coordination of your wedding day or event and reception with no hour limit on In The Now services.
- Wedding day director for all family, vendors, and wedding party to look to for direction.
- Accurately ensure all seating plans and arrangements are executed properly [favors, place cards, table numbers, etc].
- Cue ceremony [including lining up and coordinating the wedding party, seating of parents, ushering, etc], cocktail hour, reception and all other large events, coordinating with DJ or live music hired for the events.
- Distribute final payments and gratuities as needed to vendors and other service providers on the event date.
- Keep all activities scheduled per time line [including set-up, ceremony, and reception as best as possible].
- Box-up and deliver all personal items [toasting glasses, gifts, extra cake, serving set, veil, makeup, etc] to their respected places [i.e. hotel room, car, mother's car, etc].
- All services include the quality and integrity that In The Now is known for. All of your needs will be met on the Day-Of your wedding. No request is too minimal to address and the ITN team is committed to the stress-free success of each event we are a part of.