

Events  
by  
CK



Ben Pancoast Photography

# Planning & Coordination Packages

## Month of Coordination Package - *Most Popular*

*Starting at \$1900*

*Our Month of Coordination services are more than just a day of service!*

*From our first meeting to your wedding day, our talented coordinators collaborate with you to ensure your ideas are fulfilled and your details are finalized.*

*Rest assured, our professional team with over 10 years of experience, is hands-on to make your most special day flow flawlessly.*

*Competitively priced with valuable, reliable and consistent services. We know weddings!*

### *Packages Include...*

- All Day Timeline - create & share with vendors. Maintain/adjust as needed on the wedding day.
- Transportation Timeline - if needed assist/create.
- Floor Plan - assist/create.
- Inclement weather - create a backup plan.
- Point Person - final confirmation with vendors. On your wedding day, main contact for vendors & deliveries to the venue.
- Rehearsal - (encouraged) informal run through of ceremony with family & wedding party while playing (your) wedding music from our phone.
- Décor & Floral- placement (up to 4 hours).
- Day of Coordinators - onsite (Noon – Midnight).
- Ceremony - guide wedding party & family.
- Photo Shoot - if needed, after ceremony, assist with gathering family/friends for pictures.
- Work closely with your caterer.
- Pack Up - end of reception pack up into designated vehicles.
- Upgrades:
  - ◊ China Plates (choice of: ivory with gold rim, square white, or classic white).
  - ◊ (1) Hand Drawn Chalk Menu Sign.
  - ◊ Shared recommended Local Vendor List.
- Meetings - A minimum of (3) phone meetings; (or face to face or Skype or Facetime or HangOut)
- Unlimited emails, calls & texts.
- Coordination & Menu details- available any time via Google Docs.
- Peace of mind knowing you hired professionals. Our team anticipates the next action items and they are prepared to respond to the unexpected.
- Although you are our priority, we are also try to be attentive to the needs of your guests.

melissa@ckcatering.biz | 269-325-4609 cell  
2430 Plaza Drive, Benton Harbor, MI | 49022

 **CK Catering**  
*attractive, professional, and affordable*