



Lady Bubbles specialises in a range of bespoke services which are tailor - made for professionals who have a demanding lifestyle. To create a truly memorable day requires time, effort, planning and efficiency - elements which are in short supply within our busy society.

Let Lady Bubbles remove the stress of planning your ideal wedding and guide you in creating a beautiful and wonderful day that guests will speak of for years to come 😊!

### **WEDDING DAY CO-ORDINATION:**

The overall management of the timeline on your wedding day ranges from suppliers through to timing of the Bride and Groom. This is an exceptionally important aspect of the services offered by Lady Bubbles. It ensures that the day runs smoothly and on time. It encompasses the management and carefully planned co-ordination of the entire day / event.

***Below are several details and examples of the type of management that is included in the co-ordination:***

#### ▪ **Venue set-up: Ceremony and Reception:**

Décor:

- Ensure all décor and flowers are set-up at the ceremony and reception venues
- Ensure all elements, including the main table are set-up correctly
- Placement of all name cards, menus, table numbers (names) and guest favours on the tables in accordance with the pre-determined décor requirements
- Checking of cutlery, crockery and place settings
- Final and detailed check of ceremony and reception venues
- Overall checking of décor throughout the wedding to ensure all stays picture perfect

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- **Bridal Party and Guest Management / Guidance:**
  - Meet and greet guests on arrival and attend to their needs and questions
  - Guiding guests between locations / offering directions as needed
  - Encouraging guests to sign the guest book
  - Assistance with the distribution and pinning of corsages and buttonholes including the distribution of bouquets to the bridesmaids
  - Flower girl / pageboy preparation, we assist in keeping the little ones comfortable and ready to walk down the aisle
  - Assistance with the bridal party entrance, which includes getting the father of the bride
  
- **Suppliers and vendors:**

Co-ordinate all suppliers and vendors on the day by:

  - Contact all suppliers and vendors to introduce Lady Bubbles services as the co-ordinator for the day
  - Ensure all suppliers and vendors have the necessary details, e.g. directions, schedules, setup and breakdown times, etc.
  - Ensuring all suppliers and vendors are prepared and aware of the upcoming nuptials
  - All décor elements which include centre pieces and several unique or quirky touches are set-up correctly. Lady Bubbles would need to attend the mock-ups or pictures to be sent of the approved set-up
  
- **Additional elements included in co-ordination: (amongst others)**
  - Check that everyone who is scheduled to make a speech is cued and prepared
  - Ensure all entertainment is running on schedule
  - Cueing the Bride and Groom for their first dance
  - Making sure the garter and bouquet toss runs smoothly
  - Making sure all suppliers have been offered a meal
  - Breakdown of the wedding post celebration