



Making Your Day Unforgettable!

Our goal is to make your day jaw-droppingly beautiful and an amazing experience for your family and guests! Celebrate your love and soak in this once in a lifetime event. We specialize in creating unique elements, spectacular ambiance and working in non-traditional venues. We offer a variety of packages to customize based on your needs. With over a decade of experience.. our team is here for you!

*Wildheart
Weddings* 

Catherine Potter, Owner

319-290-2269 | CATMPOTTER@GMAIL.COM

CEDAR FALLS, IOWA | WWW.EVENTCONNECTAGENCY.COMWEDDINGS



Day of Coordination

Starting at
\$1200

Our team will handle the details on the day of the wedding to ensure it goes smoothly while you & your family & friends enjoy the celebration!

Prior to Your Wedding Day:

- Respond to unlimited emails & phone calls
- Walk-through at reception site 1-2 months prior to wedding to understand client's vision for the day
- Familiarize with wedding vendors & connect with any new vendors
- Meet to cover all details 2-4 weeks prior to the wedding
- Final timeline prepared the month of the wedding- Provide to vendors, family members & bridal party

Wedding Weekend:

- Coordinate rehearsal walk-through with wedding party
- 2 staff for up to 10 hours of assistance on the day of the wedding
- Assist bride & groom as needed on the day of wedding
- Point of contact for vendors, manage deliveries, attend to guest needs & facilitate solutions to unexpected situations that arise
- Setup/Clean-up help
- Ensure the design of venue is as anticipated
- Provide wedding day emergency kit
- Organize and distribute personal flowers
- Deliver any final payments to vendor's
- Assist with meals, snacks & beverages or the bridal party
- Fix Brides dress prior to walking down the aisle
- Coordinate ceremony & reception timeline
- Organize bridal party and guests for the Grand Entrance and Exit
- Collect gifts, flutes, cake cutter, guest book, unity candles & pictures to ensure that they reach the appropriate secure place
- Handle all last minute needs

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Partial Coordination

Starting at
\$2400

Designed for the couple that wants a hand in the planning process, but desires guidance along the way. We'll help you finalize details that you're in need of help with & bring to life the big picture vision for your special day.

Includes:

- Everything in the Day of Coordination Package

Plus:

- Unlimited phone & email availability during business hours
- At least 2 planning meetings
- Answer etiquette questions
- Coordinate with vendors to ensure services/products are provided in a timely manner
- Help with finding, negotiating & booking suitable vendors. Scheduling appointments & accompanying clients to up to three meetings per vendor category: Baker, Caterer, Florist, Musicians, Photographer, Rental Facilities, Videographer, Wedding Attire, Transportation, Officiate
- Ongoing updates & consultation with clients about vendor services/products
- Decor/design planning/execution assistance
- Prepare itineraries to be provided to vendors
- Final walk-through with client at selected sites the month of wedding
- Final timelines prepared the month of the wedding
- Final consultation with vendors the month of the wedding
- Final meeting covering all details with client the month of the wedding & the week prior to the wedding

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Full Coordination

Starting at
\$3600

Designed for the couple that has ideas for their special day, but wants help executing. We'll manage everything, down to the tiny details and help bring to life the big picture vision for your special day.

Includes:

- Everything in the Day of & Partial Coordination Packages

Plus:

- Unlimited phone & email availability during business hours
- Unlimited planning meetings
- Help to prepare & understand a budget
- Prepared schedule/timeline & checklists
- Assist with site tours, selection & booking of ceremony & reception venues
- Assist with selecting a color scheme, theme & style of the wedding
- Decor planning & execution
- Assist with selection of wedding attire & accessories, accompany to fittings if desired
- Help with finding, negotiating & booking suitable vendors. Scheduling appointments & accompanying clients to unlimited meetings per vendor category: Baker, Caterer, Florist, Musicians, Photographer, Rental Facilities, Videographer, Wedding Attire, Transportation, Officiate
- Assist with selecting, preparing & mailing invitations
- Assist with tracking RSVP's & who will be attending
- Full ceremony planning

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