



## *Day of Coordination Package*

OUR DAY OF COORDINATION PACKAGE IS FOR THE COUPLES THAT NEED SOMEONE TO TAKE CHARGE ON THEIR WEDDING DAY TO MAKE SURE THE EVENT IS ONE THAT WILL BE REMEMBERED FOR A LIFE TIME. WE WILL START WORKING WITH YOU 4 MONTHS BEFORE TO GO OVER ALL THE HARD WORK YOU HAVE PUT INTO THE PLANNING PROCESS AND TAKE OVER ON THE WEDDING DAY TO ENSURE YOUR DAY RUNS SMOOTHLY. MOST IMPORTANTLY, WE TAKE THE STRESS OFF THE COUPLE TO ENSURE THEY CAN ENJOY THEIR WEDDING DAY AND FOCUS ON THE LOVE THEY HAVE FOR EACH OTHER. WE OFFER DIFFERENT PRICE POINTS BASED ON THE NUMBER OF HOURS YOU NEED ON YOUR WEDDING DAY!

10 HOUR DAY OF COORDINATION PACKAGE \$ 1 200.00

12 HOUR DAY OF COORDINATION PACKAGE \$ 1 400.00

14 HOUR DAY OF COORDINATION PACKAGE \$ 1 600.00

- PROVIDE 1 IN PERSON PLANNING MEETING
- UNLIMITED COMMUNICATION VIA EMAIL OR TEXT STARTING 4 MONTHS BEFORE WEDDING DATE
- GUIDANCE ON WEDDING ETIQUETTE
- REVIEW ALL VENDOR CONTRACTS
- CREATE COMPLETE CUSTOMIZED TIMELINE FOR CELEBRATION AND SHARE WITH ALL VENDORS

- PROVIDE GUIDANCE AND SAMPLE TEXT FOR PRINTED MATERIALS INCLUDING: CEREMONY PROGRAM, OFFICIANT SCRIPT AND MENU

## WEDDING WEEK

- ATTEND FINAL MEETING WITH CLIENT AND COLLECT ALL CELEBRATION ELEMENTS
- CONFIRM ALL DETAILS AND ARRIVAL TIMES FOR VENDORS
- COORDINATE REHEARSAL WITH (OR WITHOUT) OFFICIANT
- CONFIRM & CHECK IN WITH ALL WEDDING VENDORS DURING WEEK OF THE WEDDING
- HELP ARRANGE ANY PERSONAL DÉCOR OR RENTAL ITEMS
- PROVIDE SCHEDULE FOR FAMILY AND VIP GUESTS
- COORDINATE ALL PRINTED MATERIALS

## WEDDING DAY

- ENSURE PROPER PLACEMENT OF SEATING CARDS, FAVORS, PROGRAMS, SIGNAGE, CARD BOX, GUEST BOOK, AND SIMPLE DÉCOR AS PLANNED
- SETUP SPECIALTY LINENS NOT PROVIDED BY VENUE OR CATERER
- COORDINATE ALL ASPECTS OF WEDDING CELEBRATION
- COORDINATE ALL DELIVERIES AND INSTALLATIONS OF CELEBRATION IN ACCORDANCE WITH VENDOR CONTRACTS
- COORDINATE DISTRIBUTION OF FINAL PAYMENTS AND GRATUITIES
- MANAGE AND COORDINATE TRANSPORTATION FOR FAMILY AND GUESTS
- PROVIDE EVENT EMERGENCY KIT (INCLUDING SEWING KIT, STAIN REMOVER, ETC)
- ORGANIZE AND CUE THE WEDDING PARTY AND FAMILY FOR THE PROCESSIONAL
- DISTRIBUTE FINAL PAYMENTS AND GRATUITIES TO ALL VENDORS

- ORGANIZE AND SET UP ESCORT CARDS, PLACE CARDS AND MENU CARDS
- OVERSEE TIMELY “FLIP” OF ROOM FROM CEREMONY TO RECEPTION, IF NEEDED
- CONDUCT FINAL LIGHTING, SOUND AND TEMPERATURE INSPECTION PRIOR TO GUEST ARRIVAL
- CONDUCT FINAL SEATING AND TABLE CHECK PRIOR TO GUESTS WELCOMED TO RECEPTION
- CUE ALL MUSIC CHANGES AND SPEECHES WITH BAND/DJ
- CUE GUEST OF HONOR AND FAMILY FOR SPECIAL MOMENTS INCLUDING: CAKE CUTTING, TOASTS AND DANCING SERVE AS POINT PERSON FOR ALL VENDORS—CUEING TIMING THROUGHOUT EVENT
- MANAGE AND REMEDY ALL MOMENT-TO-MOMENT CHALLENGES
- ARRANGE FAVORS (IF APPLICABLE)
- OVERSEE STRIKE OF VENUE
- COLLECT ANY CELEBRATION ELEMENTS AND GIFTS
- COORDINATE ANNOUNCEMENTS AND ESSENTIAL MOMENTS WITH THE MC/DJ/BAND AND PHOTOGRAPHERS THROUGHOUT THE CEREMONY & RECEPTION TO MAKE SURE NOBODY MISSES AN IMPORTANT MOMENT
- HELP COORDINATE IN GREETING, SEATING AND ASSIST GUESTS
- ORGANIZE THE WEDDING PARTY AND GUESTS FOR GRAND ENTRANCE AND EXIT
- COLLECT ANY GIFT AND PERSONAL ITEMS (TOASTING FLUTES, CAKE SERVER, GUEST BOOK, ETC.) AND DISTRIBUTE TO THE APPROPRIATE LOCATION OR PERSON AT THE END OF THE EVENT
- DOUBLE CHECK RETURN/PICK UP OF ALL RENTAL ELEMENTS FROM CATERER AND FLORAL DESIGNER

*Make sure the happy couple has the best night of their lives!*