



Day of Coordinating Package

OUR DAY OF PACKAGE IS FOR THE COUPLES THAT NEED SOMEONE TO TAKE CHARGE ON THE DAY OF TO MAKE SURE THE EVENT IS ONE THAT WILL BE REMEMBERED FOR A LIFE TIME.

BRITTA'S BRIDES WILL START WORKING WITH YOU 6 MONTHS BEFORE THE WEDDING DAY TO ENSURE YOUR WEDDING DAY RUNS SMOOTHLY. MOST IMPORTANTLY WE TAKE THE STRESS OFF THE COUPLE TO ENSURE THEY ARE ABLE TO ENJOY THEIR SPECIAL DAY AS WELL.

- PROVIDE 2 IN PERSON CONSULTATION WITH COUPLE
- ATTEND & RUN WEDDING REHEARSAL
- HELP BUILD CUSTOM DAY OF TIMELINE WITH COUPLE
- CONFIRM & CHECK IN WITH ALL WEDDING VENDORS DURING WEEK OF THE WEDDING
- HELP ARRANGE ANY PERSONAL DÉCOR OR RENTAL ITEMS
- COORDINATE ALL DELIVERIES AND OF CELEBRATION IN ACCORDANCE WITH VENDOR CONTRACTS
- COORDINATE DISTRIBUTION OF FINAL PAYMENTS AND GRATUITIES PROVIDE EVENT EMERGENCY KIT (INCLUDING SEWING KIT, STAIN REMOVER, ETC)
- ORGANIZE AND SET UP ESCORT CARDS, PLACE CARDS AND MENU CARDS
- OVERSEE TIMELY "FLIP" OF ROOM FROM CEREMONY TO RECEPTION, IF NEEDED
- CONDUCT FINAL WALK THROUGH 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
- DOUBLE CHECK RETURN/PICK UP OF ALL RENTAL ITEMS FROM CATERER, FLORIST AND DÉCOR RENTALS

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