



Day-of Coordination Wedding Planning Package

This package is for the couple that has done all the planning, but wants to relax and enjoy their stress-free wedding! Any a la carté service can be added to this package. This package includes:

Prior to your date:

- ✓ Initial consultation with the couple
- ✓ Unlimited phone calls, emails and texts
- ✓ A walkthrough at the venue
- ✓ Regular check-ins to see how the planning is going
- ✓ Etiquette advisement
- ✓ Unlimited vendor referrals (attendance of meetings available upon request/additional charge)
- ✓ Guaranteed exclusivity to your wedding day

Month of your date:

- ✓ Final detail meeting with the couple 3-4 weeks prior to the wedding to tie up all the loose ends and go over inventory of items to be set up, rough outline, and names of bridal party, etc.
- ✓ Collection of all vendor contracts to confirm delivery locations, times, and final arrangements
- ✓ Confirm delivery locations, times, and final arrangements with all vendors
- ✓ Customized wedding day itinerary to be approved by the couple and distributed to all vendors so that everyone is on the same page

Rehearsal night:

- ✓ Coordination of the ceremony processional, recessional, and receiving line
- ✓ Final collection of items that need to be set up at the ceremony and reception, such as candles, guest book, favors, toasting flutes, cake knife/server, programs, seating cards, etc.
- ✓ Meet family and bridal party

* There is a 1 hour limit for the rehearsal. Anything over will be \$25 per half hour.



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Your wedding day!

- ✓ "Go to" person for everyone, including family and vendors
- ✓ Distribution of final vendor payments and gratuities (if necessary)
- ✓ Ceremony and reception setup and decorating
- ✓ Coordination of ceremony processional, recessional, and receiving line
- ✓ Meet, greet and direct vendors and guests
- ✓ Ensure that specific parties are present when needed (i.e.: dad is in the room when the DJ announces the father/daughter dance)
- ✓ Assist DJ in gathering participants for the formal introductions
- ✓ Collection and transportation of ceremony items to reception or to a designated person
- ✓ Assist with the distribution and pinning of corsages, boutonnieres and bouquets
- ✓ Ensure that setup is how bride and groom want, if done by the venue
- ✓ Keep bride, groom and vendors on the timeline or improvise as needed
- ✓ Use of wedding emergency kit
- ✓ Collect all personal items at the end of the night to be put in a designated place for a designated person to take
- ✓ Handle any issues that may arise
- ✓ At least one assistant with the head coordinator