

## Day of Coordination |



If a couple can manage the planning of their wedding on their own, I highly recommend, Day of Coordination. I love this option because it gives you the helping hands you need during the final month before the wedding. Having someone to tie up loose ends and to execute your plans on the day of, gives you and your family the chance to take part in the wedding festivities. You should not be the one managing the most important day of your life. Your only focus should be on enjoying each moment. We will be the first to arrive and the last to leave to ensure everything on your wedding day goes as planned!

- Planning kick-off meeting (first meeting)
- Up to 2 in person meetings to discuss event details
- Professional planning software
- Final errands up to 2 hours
- Unlimited contact via phone, email, or text
- Unlimited advice, recommendations, referrals
- Distribute final payments and gratuities day of the wedding to vendors
- Final confirmations made to vendors
- Final Planning Day - Typically 2 hours prior to the 30-day walkthrough meeting
- Attend a 30-day walkthrough at the venue to meet with vendors, discuss timeline, layout, expectations
- Directs rehearsal for up to 2 hours
- First to arrive and last to leave the day of
- Transport personal effects such as marriage license, rings, unity candles, décor, etc.
- Collection after the event and delivery to the designated persons vehicle
- Create a wedding day timeline
- Create a wedding day floor plan
- Seating chart assistance
- Oversee and orchestrate setup and strike of ceremony and reception spaces
- Oversee and orchestrate deliveries and pickups from vendors/family members
- Guest and Vendor management
- Oversee and direct all timing and cues
- Assistance bridal party cues etc.
- Unlimited hours of on-site wedding day management by a certified planner
- Create poor weather contingency plan





## Full-Service Planning |

From start to finish, we will guide you through the wedding planning process. I will see to every detail to give you a beautiful, stress-free wedding that is within your budget. When the day of the wedding arrives my staff and I will manage the entire day leaving you free to cherish every moment of your special day.

- 10 meetings to discuss wedding details
- Unlimited contact via phone, email, or text
- Unlimited advice, tools, recommendations, suggestions as requested
- Access to exclusive vendor discounts and partnerships
- Wedding Website
- Guest list RSVP tracking
- Invitation Management
- Develop concept and color palette
- Budget Management
- Custom vendor pairing and assistance with selection (tastings, floral consults, etc.)
- Present at 3 vendor meetings, tastings, fittings, etc.
- Review Vendor Contracts
- Contract Negotiations with Vendors
- Access to Vendor Discounts
- Distribute final payments and gratuities as requested per each vendor
- Final confirmations made to vendors
- Complete timeline management
- Attend final site walk-through
- 2 Assistance
- Coordinate with Venue manager on flow of event, timeline, décor
- 2 hours to orchestrate the rehearsal
- First to arrive and the last to leave the day of the wedding
- Available for setup the day before the wedding (if venue allows) up to 3 hours
- Transport personal effects such as marriage license, rings, unity
- Candles, décor, etc. Collection after the event and delivery to designated vehicle
- Create and manage event production schedule
- Create wedding day floor plans
- Seating Chart Assistance
- Oversee and orchestrate set up and strike of ceremony and reception spaces
- Oversee and orchestrate deliveries and pickups from vendors (late night strike)
- Guest and Vendor management
- Oversee and direct all timing and cues
- Assistance if required with bridal party cues etc.
- Unlimited hours of on-site wedding day management by a certified planner

