

## DETAILED WEDDING COORDINATOR PACKAGE

*Add-ons available*

Our Wedding Coordinator Package guarantees a blissful and stress-free wedding day. On your big day, the main role of our Day-Of Coordinator is to ensure that your plans are carried out smoothly and to discretely handle any problems that may arise. We are the liaison to the venue, catering manager, florist, entertainment, photographer and parents. We cover all of the little details that go into making a wedding truly memorable.

### THIS PACKAGE INCLUDES:

- ❖ Initial virtual consultation
- ❖ Unlimited phone and email availability during business hours (9:00 am - 5:00 pm)
- ❖ Bi-Monthly Planning Call Check-in
  - During our monthly check-ins, we will review our bimonthly to-do list. We discuss any questions or concerns, vendor issues, and upcoming deadlines
- ❖ Wedding Day Timeline and Vendor Checklists
- ❖ Three In-person Planning Meetings + One Venue Walkthrough
  - Coordinator will complete one venue walkthrough with the couple, followed by a planning meeting.
    - Ceremony planning, processional, recessional, bridal party placement
    - Preparation of final itinerary timeline to be provided to client and vendors

### REHEARSAL AND WEDDING DAY DUTIES

- Rehearsal
  - Preparation of rehearsal itinerary
  - Attendance and direction (coordinated with officiant) at the rehearsal (up to 2 hours)
- Wedding Day
  - Confirm all arrangements for the wedding day
  - Direct ceremony and reception (up to 8 hours)
  - Receive deliveries and greet vendors
  - Make sure reception and ceremony areas are set up as planned
  - Assist with wedding flowers, corsages, boutonnieres, etc.
  - Ensure Wedding Party placement during ceremony (flowers are held correctly, timing is perfect, wedding dress trains are straight, etc.)
  - Help photographer get requested photos, make sure family members are available and in place for the photographer.
  - Arrange Reception Grand Entrance
  - Discretely handle any problems vendor issues
  - Make sure all vendors receive final payments as needed
  - Coordinate the collection of gifts received at wedding to be delivered to pre-arranged spot
  - Collect guest books, cameras, personal items, etc. To be delivered to pre-arranged spot
  - Coordinate Grand Exit