

Day of Coordination

Nowadays, with wedding blogs and DIY books readily available, more and more couples are opting to plan their own wedding. While there is nothing wrong with this, one thing is for sure—you cannot coordinate your own wedding day!

Unlike a full-service wedding coordinator, a Day-of Coordinator is for couples who want to do most of the planning themselves. The main role of a Day-of Coordinator on the wedding day is to ensure that the couple's plans are carried out smoothly and to discretely handle any problems that may arise. The Day-of Coordinator is the liaison with the venue, catering manager, decorators, florist, entertainment, photographer and parents. They pull the pieces of the puzzle together.

With a capable Day-of-Coordinator watching over the details of the day, you can enjoy all the special moments with your family and friends without stressing. Not only should you want to relax on your wedding day, those closest to you should as well! Entrust your special day to a wedding professional with the experience and flexibility to handle any last-minute changes that may come up, so you can enjoy your celebration!

SUMMARY OF SERVICES INCLUDED:

- Unlimited phone and email communication
- One 2-hour in-person meeting
- Vendor recommendations
- Vendor confirmation, communication and liaison
- Create wedding day timeline
- Full vendor coordination according to event timeline and the client's specifications
- Final walk-through at venue to discuss event details and confirm room layout
- Run ceremony rehearsal
- Up to 10-hours of coordination on the day of for the ceremony and reception
- Coordinate all vendors on the wedding day
- Assistance with set up of ceremony and reception according to the client's décor plan
- Distribution of gratuities to all vendors (paid by client)
- Maintain wedding day emergency kit

NOTE: This package price is based on guest count with some exceptions based on the amount of decoration needing to be set up.

- Up to 150 guests - 1 planner with minimal decor set up
- Extra assistants are required per 50 guests over 150 and are \$250 per assistant

BREAKDOWN OF SERVICES INCLUDED:

Three Months to One Month Prior to the Wedding Day:

- Meet with the couple to create a wedding day timeline.
- Review all of the details and logistics planned for the wedding day.
- Review any arrangements the couple has already made with vendors and update the timeline accordingly.
- Provide etiquette advice.

One Month Prior to Wedding Day:

- Final walk-through at venue to discuss event details and confirm room layout.

Two Weeks Prior to Wedding Day:

- Review and update timeline with vendor information.
- Confirm final details with vendors.
- Send out Wedding Party Contact List to Wedding Party members informing them of any "special assignments" that they may have before, during and after the wedding.
- Send Wedding Party and vendors a copy of the final timeline and make sure they have directions to the ceremony and reception locations.

Please Note: A Day-of-Coordinator will not re-negotiate any terms in contracts with vendors at this time, or at any other time prior to, during, or after your wedding day. All agreements should be finalized prior to the wedding.

Rehearsal Management:

- Work with wedding officiator to choreograph wedding ceremony, processional and recessional (unless otherwise done so by Ceremony venue personnel).
- Remind the wedding party as to where they need to be the following day and at what time.

Pre-Ceremony:

- **Beauty and Make-Up Coordination:**
 - Facilitate on-time arrival of hair and make-up stylists and instruct them as to where to set up hair dryers, brushes and any other equipment they have with them.
 - Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely manner.
- **Ceremony Set Up and Decoration:**
 - Supervision of decoration of Ceremony site as discussed during meetings.
 - Ensure proper set up programs and other ceremony items (i.e. guest book, unity ceremony elements, wine and send off items).
- **Reception Set Up and Coordination:**
 - Make sure Cocktail Hour and Reception décor is set up according to plan.
 - Supervision of decoration of Reception Space as discussed during meetings:
 - Ensure proper set up of the guest book and pen, champagne flutes and cake cutting utensils.
 - Ensure proper set up of table numbers/names, centerpieces, menu and place cards.
 - Ensure set up of favor table or placement of favors at individual seats.
 - Ensure set up of escort cards.
 - Set up of amenities baskets, hand towels, candles etc. in bathrooms (if provided by the Couple).
 - Look over guest tables and head table to confirm they are set up properly.
 - Review final set up before guest arrival.
- **Catering Coordination:**
 - Coordinate any food deliveries and set up and clear all meals.
 - Meet with catering staff to confirm food timeline.

- Do our best to ensure that hot food comes out hot, cold food comes out cold and that special dietary needs are made aware of.
- **DJ and Music Coordination:**
 - Ensure that ceremony musicians have arrived and direct them as to where to set up.
 - Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music. Determine what signals will be used to cue musicians.
 - Review the schedule and make sure they are aware of any special requests you may have added.
 - Review the DO NOT PLAY list.
 - Make sure band, DJ or designated emcee can correctly pronounce the wedding party's names (and in the right order) for the introductions.
- **Floral Coordination:**
 - Ensure the florist has delivered and set up all Ceremony and Reception floral arrangements according to floral order.
 - Distribute all flowers to the wedding party.
- **Photography/Videography Coordination:**
 - Confirm the photographer and videographer arrive on time and have a "must shoot" list (if provided by the Couple).
 - Gather Couple, wedding party and immediate family for photos.
- **Transportation Coordination:**
 - Coordinate with the transportation vendor so the wedding party departs for the Ceremony as scheduled.
- **Wedding Officiant Coordination:**
 - Review with the wedding officiant the cue that will be used to signal the start of the ceremony.
- **Venue Coordination:**
 - Assist venue staff with remaining setup needs.
- **Wedding Party Ready:**
 - Communicate with wedding party and Couple so that they know how much time remains before the start of the ceremony.
 - Make sure the wedding party is dressed and ready on time. We gently encourage members to keep on schedule to make sure there are little to no delays.
 - Make sure the proper person/people have the wedding rings.
 - Communicate any last minute details to the wedding party.
 - Handle any emergencies that may arise.
- **Ushers/Greeter Coordination:**
 - Ensure the Ushers/Greeter arrive on time and are ready to pass out programs and escort guests to their seats.
 - Remind Ushers/Greeter as to how to be a "proper" usher and/or greeter.

- **Personal Items:**
 - Assist in the transport of items such as the Bride's dress (if getting dressed at the Ceremony location), rings, wedding party's belongings, any Ceremony and Reception decor and All Four Season's Wedding Survival Kit.

Ceremony Management:

- Line up the wedding party for their entrances down the aisle.
- Cue ceremony musicians when wedding party is ready to begin processional.
- Gather family and wedding party members for any after ceremony photos.
- Transport items from the Ceremony location to the Reception venue and store any items not needed at the Reception.

Reception Management:

- Ensure proper flow of Cocktail Hour food and drinks.
- Along with catering staff, encourage guests to join the Couple for dinner at the appropriate time.
- Greet guests and help them locate their escort cards and/or seat.
- Line up the wedding party for their entrance to the Reception.
- Cue band, DJ or designated emcee when the majority of guests have found their tables and the Couple and Wedding Party are ready to be introduced.
- Cue band/DJ, photographer, videographer and immediate family members of the Couple when important events take place at reception (i.e. first dance, parent's dance, toasts, cake cutting and grand exit).
- Alert catering staff to pour champagne just before the toasts.
- Cue Best Man, Maid of Honor and Father of the Bride when they are about to be announced for toasts.
- Be aware of timing of catering service and make sure people are served promptly.
- Distribute final payments/gratuities to vendors at the end of the evening (negotiation in the terms of vendor contracts will NOT be handled by All Four Season's Events at this time).
- Prevent and fix any problems that may arise during your event.
- Remain easily accessible through the entire event in case there are any details the Couple would like attended to.
- Collect gifts/cards, miscellaneous Ceremony and Reception items and ensure they reach the designated family member, room and/or vehicle.
- Coordinate reception departure transportation and/or send off.
- Assist with load out at the end of the event.

Contact us to schedule your complimentary consultation.

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