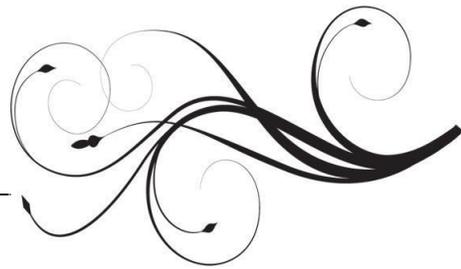


Denean's Party By Design-

Day of Coordination Services



Who will I work With?

Logistics Manager- Your primary point of contact in the months leading up to your wedding will be your logistics manager. Our logistics managers are also our event planners and have expertise in planning weddings, including keeping track of all the little details.

Coordination Team- Your coordination team is comprised of a lead coordinator and assistant coordinator. Your coordinator will be assigned about 2 months before your wedding. You will have plenty of time to get to know your coordinator as they will participate in your final detail meeting, be present for your rehearsal, and communicate with you via phone and email. Your coordinator and logistics manager will be in constant contact during your planning process so your coordinator is prepared to coordinate your special day. We do our best to honor requests for specific coordinators, but availability of staffing may sometimes affect these requests.

Business Office- If you have any questions about your contract, payments or adding additional services, you can feel free to contact our business office.

While you are planning

Your logistics manager will need many details in order to ensure we are able to flawlessly execute your big day. We recognize you may not have many of these details until much closer to your wedding date. Therefore, your logistics manager will become much more involved a few months before your big day. From seating arrangements to processional order, and favors to wardrobe changes, your logistics manager will obtain all of the details about your wedding day. Our detailed questions are designed to not only provide us with all of the information we need to execute your day, but to also help you think of all of the small details that you may have missed.

Your Vendors

About 1-2 weeks before your wedding date, we will make contact with each of your vendors. We want to introduce ourselves and make sure they know we will be the point of contact for the day of your wedding. We also want to make sure that we have the most up to date contact information for each vendor and that we know who to contact on your wedding day should we have any questions.

Your Rehearsal

Your coordination team will attend your rehearsal as a part of our day of coordination services. How much we do will be dependent upon your officiant. If your officiant prefers to conduct the rehearsal, we will defer to him or her, but be available to take notes, answer questions and make suggestions. If your officiant would prefer to focus only on his or her part of the ceremony, we are happy to run the entire rehearsal.

Your Big Day

Our team will arrive before your wedding to setup the décor and other elements according to the details you have provided. Please remember that what we setup is based on the type of setup service you book. We will greet your vendors as they arrive, ensure that they have what they need and understand the flow of the day.

As your guests arrive, your coordination team will be there to greet them, and will be happy to assist with seating according to the details you have provided.

Once the ceremony is set to start, we will get the bridal party lined up in the correct order and down the aisle. If you decide to do anything special during your ceremony (such as a unity candle), we will ensure that all props are in the right place.

Once the ceremony is over we will get the bridal party back up the aisle and to whatever destination you have decided upon. During the cocktail hour/transition period, we will have a member of our team close enough that we can get to you should you need anything (but don't worry, we won't hover). We will also assist with getting your guests to the cocktail hour.

When it is time for the reception, we will once again assist your guests with finding their seats. We will then get the bridal party lined up in the correct order to be announced into the room. We will communicate with your emcee to ensure that everyone is announced in the right order.

During the reception we will follow the event day timeline you created, but this is your day and your way, so flexibility is a must! If there are any changes you want to make, we will be sure to communicate those changes to your other vendors.

Once your reception is over, your coordination team will remain for about an hour, to assist with the breakdown of any items they assisted in setting up. You will identify for us in advance who those items should go to so that there is no need to bother you with those details on your special day!