



## Wedding Day Coordination

(Service three months out throughout wedding day)

As your wedding day dawns you MUST enjoy every memory of the day! This service is for the couple who wants to plan their own wedding but would like some additional support in the final few months of engagement. We will take the burden off of you by tying up any loose ends and expertly orchestrate each and every element of the wedding day. We will ensure an accurate and timely event is implemented so that you can relax and enjoy!

### **PACKAGE INCLUDES** ~ 10 HOURS OF SERVICE

-  1 hour complimentary meet & greet
-  1 coordinator for 8 hours the day of wedding
-  2 hour final planning meeting 3 months before wedding
-  Unlimited correspondence from signing of contract throughout the wedding day

### **GENERAL SERVICES PROVIDED**

- ♥ Serve as the main liaison, the key holder, if you will between venue and all wedding professional's
- ♥ A detailed illustration of wedding party processional completed prior to your rehearsal practice
- ♥ Etiquette advice suggestions
- ♥ A detailed master schedule of your wedding day distributed to you and all vendors two weeks prior
- ♥ Assist in boutonnieres and corsage pinning and/or distribution to wedding party
- ♥ Assist with venue floor plan creation
- ♥ Confirm deliveries & setup of wedding vendors, supplies, decorations & equipment that has been contracted
- ♥ Assist bride and bridesmaids in "Get Ready" area (if needed)
- ♥ Assistance with placement of ceremony décor (programs, guest book, signage, etc.)
- ♥ Conversation with bridal party regarding the processional etiquette and gestures
- ♥ Assemble and orchestrate the wedding party for ceremony processional and recessional
- ♥ Assure that the wedding party key people are available for photo opportunities, if necessary
- ♥ Transportation/relocation of small ceremony decorations to reception venue, if necessary
- ♥ Setting up day-of details (i.e guest book, seating cards, ceremony programs, favors, gift & cake tables, etc.)
- ♥ Help direct guests from cocktail hour to reception area. Help guests with seating assistance if necessary.
- ♥ Assembly and cues of the wedding party for formal introductions at start of the reception
- ♥ Troubleshoot any challenges that arise to ensure the couple, family and guests can relax and enjoy their event
- ♥ Assist in gathering gifts & personal décor items at the end of the event
- ♥ Implementation and overseeing of the wedding day schedule make sure everything remains on track
- ♥ Distribution of payments and & tips to vendors
- ♥ Provide the bridal "Wedding Day Emergency Kit"
- ♥ Assistance in packing up of gifts, wedding décor and ensure personal items are collected

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*You dream it. We make it happen.*

