



# DAY OF COORDINATION

Attendance of Final Venue Walk-through

24 Hour Access Via Email & Text

Recommendations for Vendors not yet booked

Final Payment Chart Made (if not done so already)

*\*\*All Vendor Contracts to be sent over for records\*\**

## **Six Weeks Prior to Wedding Day**

*Head Coordinator will send over final questionnaire to receive all final details (i.e. estimated ceremony lineup, decor placement, seating chart, etc.)*

## **Four Weeks Prior to Wedding Day**

*Head Coordinator to receive final questionnaire back & begin organizing details  
Rough Draft of the day of timeline & floorplan will be sent to Client*

## **Three to Two Weeks Prior to Wedding Day**

*Head Coordinator will reach out to all vendors to confirm arrival times & answer any questions regarding venue access & setup location*

*Head Coordinator will finalize any details needed with Client (seating chart, RSVPs, decor)*

## **One Week Prior to Wedding Day**

*Head Coordinator will send final floorplan & timeline to all vendors & venue*

## **Ceremony Rehearsal**

*Rehearse up to 1 hour with bridal party (can include introduction rehearsal))*

*Client may give Head Coordinator any decor at this time*



# DAY OF COORDINATION



## Day of Wedding

*12 Hours of Coordination on Wedding Day (Main Coordinator & Assistant)*

*Placement of ready-to-go decor & facilitate any decor being delivered*

*Coordination of Vendors upon their arrival (florist placements, DJ setup, catering unload, etc.)*

*Movement of Any Decor from Ceremony to Reception (if applicable)*

*Line Up Bridal Party for Ceremony & Coordinate with Music*

*Direct Bridal Party & Family for Pictures*

*Coordinate with DJ/MC on Bridal Party Introductions*

*Facilitate Timeline throughout the entire Wedding with all Vendors onsite*

*Distribute any Vendor Payments/Gratuities (if applicable)*

*Coordinate Grand Exit with DJ, Venue & Guests*

*Pack All Personal Items After Wedding. Client is responsible for taking all decor at the end of the night*

# \$1000.00

*\$500.00 due at the time of booking with the remainder being due 30 days before  
Wedding Date*

*Cash, Check or Venmo (@rivercityplanning) Accepted*