



Partial Planning



Attendance of Final Venue Walk-through
24 Hour Access Via Email & Text
Vendor Referrals & Attendance of Vendor Meetings
Full Communication with All Vendors
Budget Planning
Final Payment Chart Made
Help Coordinating & Planning Rehearsal Dinner
RSVP Tracking
Creation of Seating Chart
Organization of Decor

Four Weeks Prior to Wedding Day

*Head Coordinator to 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*



Partial Planning

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

\$1500.00

\$750.00 due at the time of booking with the remainder being due 30 days before Wedding Date

Cash, Check or Venmo (@rivercityplanning) Accepted