



Coordination begins 1-3 months out



- Complete **wedding management** and day-of-execution.
- Wedding vendor recommendations
- 2-4 in person meetings-one of the meetings will consist of venue walkthrough. Important to learn about the venue and the couple vision.
- Venue walk-through to go over the details and get a full understanding of the logistics of the wedding day.
- Meet all vendors in person or through video chat (put a face with a name) We enjoy meeting our vendors in person, so we encourage each other to meet before the wedding.
- Review all vendor contracts as needed to understand what all requirements and what services are and will be provided the day of the wedding.
- Identify any gaps or missing pieces to the wedding day that may have been overlooked or forgotten but are essential to run smoothly!
- Unlimited contact via email from the time of signing contract. Available for phone calls and video chats, needed to be pre-scheduled- Communication is the key to success and that's our mission!!!!
- Monthly email follow-ups to ensure all details are discussed and in order and on track for a smooth planning process, from the time of booking to the end!!!!
- Timeline creation and wedding day “stay on track “distributed to all vendors. “We are a Team” It is important for everyone to be on one accord.
- Vendor Management- we will coordinator with all contracted **wedding vendors** listed on your wedding day outline form and confirm their arrival times, get insurance information, meal counts, confirm services booked, and any other valuable details, at least 2 week or more prior to the wedding date.

- Greet **wedding vendors** and be the point of contact the day of your wedding ~ all questions or concerns will be addressed to us on your Wedding Day without stressing you!!
- Cross-check venue set up, making sure the ceremony and reception areas are set up correctly. Addressing any errors that may arise.
- Distribute bouquets & pin corsage to the bridal party, attendants & family members.
- Remind Best Man, Maid of Honor, Parents and Honor Guest when they are about to give toasts to the beautiful couple.
- Assist with bridal party and family for photographs- Outline will be provided to keep track with timing.
- Set-up and styling of all wedding elements- this is the key to bring your vision all together!!! (Escort Cards, favors, guest books, table numbers, photo booths prop etc.).
- Direct usher and helpers with seating and program distribution
- Professional **Day of Wedding Coordinator** onsite for up to 8 hours of wedding day management ~ every wedding that has more than 125 guests and/or two locations includes (2) wedding coordinator. Extra fee **\$400**
- Rehearsal will be an extra **\$250 or more** if it's another day.(up to 2hrs)
 - Include only directing, organizing, and rehearsing of orders.
 - Does not include a full rehearsal dinner set up.
- *A third Coordinator may be required for, but not limited to barn/farm weddings, vineyard weddings, arboretum weddings, and or large open space venues that require a lot of setups.*
- Distribute final payment & gratuities as needed to vendors.
- Retain the marriage license for the officiant.
- Retrieve wedding gift/cards. This will be monitored and personally handed the cards to you at the end of reception.
- Arrange for ALL your personal items to be packed up and given to the designed family member, room, ad /or vehicle.
- Date Change/ Postponement Assistance, we will contact your current vendors to notify them of your date change, check their

availability for new dates, their policies in the event the date will change, get updated contracts secured for you and anything else to make the change transition stress free!!

- Extremely important” FULL access to our Wedding Day
“Emergency kit ~ Always need a backup Plan!!!

Wedding Day Coordination includes 1 Wedding Coordinator

The Day of Coordination includes 8 hours, and any additional hours must be determined and paid in full 30 days prior to the event. If the wedding requires more than two coordinators there will be additional charges applied, this should be discussed and paid for 45 days prior to the wedding. If the wedding event is hosted after 12 midnight it will be \$200 dollars for each additional hour. This should be discussed and paid for 30 days prior to the wedding. If the client requests the coordinators to stay after midnight it will be \$200 for each additional hour, and this should be discussed and paid for 30 days prior to the wedding. If the wedding is hosted on a Holiday, there will be a price increase. If the coordinator must set up extra décor items additional fees will be assessed this should be discussed during signing of contract. If the coordinator must run errands and pick up any items, on the day of the wedding a receipt and gas mileage will be provided to the client for refund.