



Your Event Planning Inc.

# Day-of Coordination Services

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*Our mission is to create a stress-free environment where you can cherish every moment with your loved ones*

# Welcome to Your Event Planning

We transform your wedding day into an exquisite celebration, meticulously orchestrated to reflect your unique vision and style. Our specialized services are designed to alleviate the stress of event management, allowing couples to fully immerse themselves in the joy of their special day.



# Why Choose Our Services?

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## Experienced Professionals

Our team of wedding planners, coordinators, and vendors have years of experience in the industry, ensuring every detail is handled with the utmost care and expertise.

## Personalized Attention

We work closely with you to understand your unique vision and preferences, tailoring our services to create a wedding that truly reflects your style and personality.

## Stress-Free Planning

Let us handle the logistics, contracts, and vendor management, so you can focus on enjoying the journey and creating lasting memories with your loved ones.

## Seamless Execution

On the day of your wedding, our team will be on-site to oversee the entire event, ensuring everything runs smoothly and according to plan.





# Preparation & Communication

Integrated Exclusive Services with our Day of Coordination Package

## Initial Consultation

We'll meet with you to discuss your wedding vision, preferences, and any specific needs or concerns you may have. This is an opportunity for us to get to know you and your wedding plans

## Event Itineraries

Each itinerary we develop is designed with careful consideration of every element, ensuring a flawless execution that allows you to enjoy your special day without the burden of logistical concerns.

## Home Visit Service

We alleviate the stress of event logistics by visiting your home two to three days prior to your special occasion to gather necessary items for your ceremony or reception. .

## Floor & Seating Plans

We employ a strategic approach to venue layout, meticulously considering critical factors such as guest flow, accessibility, and ambiance to create an unforgettable experience for you and your guests.

## The Rehearsal

Our rehearsal planning encompasses venue walkthroughs, vendor coordination, and detailed scheduling. We prioritize thorough preparation, ensuring that all participants feel confident and ready.

## The Closing Service

At the end of the night, we provide a closing service to efficiently pack items and inform clients about necessary returns, distributions or collections.

& Much More!

# Service Packages

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Our comprehensive solutions encompass a diverse range of services, including bar management, catering coordination, and hospitality management, tailored to meet the unique needs of DIY couples and their celebrations.



## Bar Management

Our Bar Management includes Pay by Consumption options, full bar setup, equipment provision, staffing solutions, beverage pickup & delivery, inventory management, & a curated signature drink menu.



## Catering Coordination

Our catering management package provides a full suite of services tailored to meet your specific requirements including rentals, staffing, third party caterers & additional services such as pickup & delivery.



## Hospitality Management

Our thoughtful hospitality management ensures your bridal suite and out-of-town guests experience impeccable service, from bespoke catering to premium beverages and luxurious furnishings during their stay.

# Frequently Asked Questions

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## What services are included in your day-of wedding coordination?

Our day-of wedding coordination package includes creating a detailed timeline, coordinating with all vendors, managing the rehearsal and ceremony (where applicable), and ensuring the reception runs smoothly from start to finish.



## How far in advance do we need to book your services?

We recommend booking your day-of wedding coordination services at least 3-6 months prior to your wedding date to ensure availability. You can easily book our services by reaching out through our website or calling us directly. We'll schedule a consultation to discuss your needs and how we can assist you.



## What's the investment for day-of coordination services?

Our pricing varies based on the level of service and the size of your wedding. We provide a transparent breakdown of costs upfront, ensuring you understand the value of what you'll receive.



## How many hours of service are included?

Our standard day-of package includes 8-10 hours of on-site coordination on the wedding day, with additional hours available if needed.



## How many coordinators will be present on the wedding day?

Depending on the size and complexity of your wedding, we typically have one lead coordinator and possibly additional support staff to ensure that everything runs efficiently.



## Do you have vendors to recommend?

Our curated vendor network of seasoned professionals are committed to transparency, reliability, and excellence. Each vendor is meticulously selected to craft unforgettable experiences tailored to couples' unique visions. While we collaborate with third-party businesses, we cannot guarantee specific outcomes.



# Testimonials from Satisfied Couples

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**Shereen & Elliot Khemraj**

"Christina went above and beyond our expectations with weekly meetings, making herself available whenever required, keeping contact with us throughout the entire planning process and I cannot forget - researching our vendors."



**Christine & Kevin Lee**

"I genuinely don't know how we would have stayed on track without Christina's presence. She also gave us some great ideas to make our day run smoothly. She helped keep my worries at bay, and for that I am so grateful."



**Mark & Lianna Grasso**

"Christina provided us a myriad of options and used her extensive knowledge and experience in guiding us with our decisions in choosing things Such as décor, dancers, transportation, etc. I found her to be very professional in her work with a great and friendly personality."