

The Head Table Events

Megan O'Keefe, Wedding Coordinator

Fort Wayne, IN

Day-Of Coordination Package:

This package is perfect for the couple who has concrete ideas about their wedding day plans, but needs some extra assistance so they can relax and take a step back leading up to and on their big day! Available for weddings booked 6 or more months in advance. (See add ons for short-term coordination fee.)

- 5 hour-long pre-wedding prep meetings
 - Recommended scheduling: 6 months before, 3-4 months before, 2 months before, 1 month before, and 1-2 weeks before the wedding day
 - Includes assistance with creating a day-of timeline, brainstorming ideas, vendor communication, and more along the planning journey
- Rehearsal assistance
 - Recommended the evening before the wedding day
 - Could include: Communicating details to wedding party, facilitating ceremony rehearsal, communicating with rehearsal dinner venue, and more
- 10 hours of day-of production
 - Includes set-up assistance for vendors, timeline adherence, and more (see add ons for additional time rate)

Total Day-Of Coordination Package cost: \$2,000

\$1000 deposit (due at first pre-wedding prep meeting)

Remaining balance plus any add-ons (due the day before wedding day)

1 vendor meal must be provided for day-of

Add-Ons:

- Emceeing reception - \$100 (PA system not provided)
- Additional time - \$100/hour
- Short-term coordination fee (for weddings occurring in less than 6 months) - \$300
- Travel fee - TBD by distance covered

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I know that most couples these days have an idea of what they already want for their wedding day, some even have vendors in mind already from day one. On top of that, cost saving is usually at the forefront of most couple's wedding planning. With that, I often get asked the question: What's the difference between a wedding planner and a wedding coordinator, such as yourself?

What a **wedding planner** does:

- Helps create a vision for the day along with the couple
- Researches vendors that fit the couple's vision and presents the couple with options
- Communicates with vendors directly from the beginning of the planning process on the couple's behalf
- Helps the couple develop a budget and adheres to the couple's budgeting guidelines when booking vendors
 - Runs day-of events and acts on the couple's behalf on the wedding day
- Typically charges 10-15% of the couple's total wedding budget (Fort Wayne area prices range from \$1500 to \$15,000)

What a **wedding coordinator** does/what I do:

- Responsible for the flow of the day
- Takes on communication with vendors after the couple has already established contracts
 - Helps the couple organize tasks to be completed and develop realistic deadlines for completing them by (helps the couple to stay on track)
- Helps the couple think through what their priorities are and what they might be missing to fulfill their vision
 - Acts in the couple's best interest when making day-of decisions and enforces the couple's expectations for the day (not the MOB, FOG, guests, or other vendors!)
 - Fights for and helps execute the couple's vision for the day
- Typically charges a flat rate for their services, based on the number of hours being put into prep and the day-of (Fort Wayne area prices range from \$500 to \$5000)

If you think the list above summarizes what you and your partner need for your wedding planning process, let's set up a time to meet!

A **30-minute consultation** meeting is free of charge to make sure we're the right fit.

I can't wait to meet you and help make your wedding day everything you've dreamed it could be!

-Megan

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