

Saltwater Events & Co

Day-of Wedding Coordination Services

Hiring Saltwater Events & Co as your Day-of Wedding Coordinator ensures your wedding day runs seamlessly and stress-free. My team and I will handle the details so you can focus on celebrating.

Pre-Wedding Preparation

- Create and distribute your final wedding timeline (1–2 weeks prior to the wedding)
- Unlimited coordination meetings and phone calls to review details (in-person or virtual)
- Unlimited email communication for questions or concerns
- Confirm arrival times, services, and special instructions with all booked vendors
- Review vendor contracts to ensure responsibilities are clear and complete
- Venue walkthrough (if needed and scheduled in advance)

Wedding Rehearsal

- Coordinate and lead the wedding rehearsal (approximately 1 hour)
- Direct the wedding party on ceremony placement, timing, and flow

Wedding Day Coordination

- On-site coordination for up to X hours (typically 8–10 hours)
- Serve as the primary point of contact for all vendors
- Manage and oversee the wedding day timeline, keeping everything on schedule
- Ensure vendor setup is completed as planned (décor, rentals, signage, etc.)
- **Full setup and breakdown of ceremony and reception spaces provided by my staff and I**
- Troubleshoot and handle any last-minute changes or emergencies
- Distribute final payments and tips to vendors (if provided in envelopes)

- Assist the wedding party and guests as needed throughout the day
- Cue the wedding party and vendors throughout the ceremony and reception (e.g., processional, speeches, first dance)
- Collect personal items, gifts, and décor after the event (if agreed upon)