

Saltwater Events & Co

Day-of Wedding Coordination Services

If you hire me as your Day-of Wedding Coordinator, I will ensure your wedding day runs smoothly and stress-free. My services include:

Pre-Wedding Preparation

- Final **timeline creation** and distribution (1–2 weeks prior to the wedding)
- One coordination meeting or call to go over final details (in-person or virtual)
- Unlimited email communication for final questions or concerns
- **Vendor confirmations:** I'll reach out to all booked vendors to confirm arrival times, services, and any special instructions
- Review of vendor contracts to ensure all responsibilities are covered
- Venue walkthrough (if needed and scheduled in advance)

Wedding Rehearsal

- Coordinate and lead the wedding rehearsal (typically 1 hour)
- Direct 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 **point of contact** for all vendors
- Manage and troubleshoot the timeline and schedule throughout the day
- Ensure vendor setup is as planned (decor, rentals, signage, etc.)
- Oversee the setup of ceremony and reception spaces
- Handle last-minute emergencies or changes
- Distribute final payments and tips to vendors (if provided in envelopes)

- Assist 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)