

Saltwater Events & Co

Wedding Day Coordination

Pre-Wedding Support:

Our comprehensive coordination services begin well before your wedding day to ensure every detail is thoughtfully planned and executed:

- Unlimited meetings, phone calls, and email correspondence
- Personalized vendor recommendations
- Vendor contract negotiation and assistance securing vendors
- Budget management, including tracking deposits and final payments
- Final detail coordination and timeline refinement
- Assistance with final décor design and concept execution
- Menu selection support and guidance
- Ongoing communication with all vendors
- Venue walkthrough with key vendors to finalize logistics
- Custom venue layout planning
- Development of a detailed wedding day timeline
- Compilation of a vendor contact list for venue coordination
- Organization and direction of the wedding rehearsal
- Coordination of a scheduled time to collect décor items prior to the event

Wedding Day Execution:

On your special day, our team will be fully dedicated to ensuring a seamless and stress-free experience:

- Early arrival with staff to set up your personal décor items (e.g. linens, favors, guest book, signage, candles, etc.)
- Complete vendor management: oversee arrival, setup, and maintain schedule adherence

- Distribution of bridal party floral arrangements (bouquets, boutonnieres, corsages)
- Full coordination and direction of both ceremony and reception
- Cake cutting coordination
- Handling final vendor payments and gratuities
- Post-event teardown: we will clean up, pack, and return décor items to you or your designated representative

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