

**WeddingPackage:  
Thirty Days Prior Plus Day of  
Coordination Service's**

Wedding of

**MR. & MRS.**

for

2024 REHEARSAL  
2024 CEREMONY & RECEPTION

Guest Count:

Location:

By: Sherree Nuhn

## **Quick summary of service...**

- 1. BRIDAL TIMELINE**
- 2. GROOM TIMELINE**
- 3. CEREMONY LAYOUT**
- 4. LINES UP WEDDING PARTY - PROCESSIONAL**
- 5. RECEPTION TIMELINE**
- 6. EXECUTE TIMELINE- (MAKES SURE EVERYONE IS IN PLACE IE. PHOTOGRAPHER, DJ ANNOUNCEMENTS, COUPLES TOASTING GLASSES HAVE CHAMPAGNE)**
- 7. DECOR PLAN & LAYOUT**
- 8. SEATING CHART**
- 9. WELCOME SIGN'S**
- 10. VENDOR COORDINATION**
- 11. PROVIDE DECOR THAT WE CARRY (SEE WEBSITE)**
- 12. DIRECT REHEARSAL**

# The difference between a Venue Coordinator & Hiring your own?

*Coordinate*

VS

## VENUE COORDINATOR

- WORKS FOR VENUE
- CONCERNED ABOUT EVERYTHING TO DO WITH VENUE
- OPENS VENUE UP FOR SETUP
- DEALS WITH CATERING IF IT IS THEIR OWN CO.

## DAY OF COORDINATOR

- WORKS FOR YOU
- INVOLVED IN SETUP HAIR AND MAKE
- COORDINATES VENDORS
- SETS UP YOUR VENUE
- HAS YOUR VISION & MAKE SURE EVERYTHING IS PLACED ON YOUR DAY
- CREATES SEATING CHARTS
- CREATES CUSTOM WELCOME SIGNS
- SUPPLIES SOME DECOR
- CREATES TIMELINE OF DAY
- WORKS WITH CATERING AND PROVIDES FINA COUNTS

# *Here's what you can expect*

## **Creates a Wedding Timeline-**

**The wedding Coordinator will create a timeline specific to your wedding day. In it, they will outline the day minute-by-minute, from the moment the wedding party should begin getting ready to when the couple will make their grand exit. The timeline will also list when each vendor should arrive, as well as the all-important start and end times for the celebration.**

## **Provide Vendor Options**

**The wedding Coordinator is in charge of communicating with all vendors. Depending on when you bring us in the planning stages we have different duties. If hired in the beginning stages, we assist with securing vendors or provide referrals. We negotiate all contracts to get you the best rate. We make sure that all items that are available are documented on your contract.**

**If I come on board during the final month of planning, I will introduce myself to vendors and let them know I am here to answer any questions they may have. During the final days, this communication revolves around making sure the vendors have everything they need. Coordinators will:**

- Provide all vendors with the timeline that they have created so everyone knows where they need to be and when.**
- Give the wedding photographer and videographer the shot list for the day.**
- Supply the caterers and venue coordinator with the final guest count.**
- Secure any additional rentals and supplies.**
- Confirm deliveries.**

## *Tasks continued...*

### **Prepares All Necessary Documents**

**The Coordinator is in charge of organizing and keeping track of all the important documents.**

**They should have copies of all contracts and timelines on hand for easy reference on the day of the wedding and provide vendors with printed timelines as well. Your Coordinator should also know where the all-important marriage certificate is at all times and ensure your witnesses sign it on the day of your wedding.**

### **Makes Any Last-Minute Seating Changes**

**In the days leading up to the wedding, it is not uncommon for a few guests to send their regrets due to sickness, travel arrangements, or other emergencies. Your coordinator can help you account for these missing people by altering the table arrangements and updating the venue and catering teams with the adjusted headcount**

### **Provides an Emergency Kit**

**Every Coordinator should have basic items the wedding party may need on hand, such as stain remover, safety pins, bandages, hairpins, tissues, tape, etc. The day before the wedding they may put this in the bridal suite, give it to the maid of honor, or keep it on hand for easy access.**

# Day of Wedding Tasks

## Checks in With the Couple

The first matter of business on the wedding day is to check in with the couple. The coordinator will see how they are feeling, if they need anything, and provide them with any important updates.

## Keeps the Wedding on Schedule

On the day of the wedding, your coordinator makes sure everyone sticks to the prepared timeline as closely as possible. They are the ultimate timekeeper, and will make sure everything stays on schedule, plus shift things accordingly if need be.

## Coordinates With Each Vendor

The wedding coordinator will communicate with each vendor as they arrive, make sure they have everything they need, and check that they have fulfilled all of their services as promised. The coordinator should have all vendor contracts on hand, so if anything is forgotten or not as expected, they can address it.

## Keeps Tabs on the Wedding Party

The coordinator makes sure your wedding party is where they need to be at the correct time, whether that means in the makeup chair, putting on ties, or lining up for the grand entrance. He or she also keeps the bride tucked away, so neither guests nor the groom will spot her before her walk down the aisle.

## Keeps Track of Important Items

Some of the smallest details of your wedding are the most important. The coordinator knows this and is in charge of keeping track of these crucial items, either by entrusting them to an assistant or member of the wedding party:

- Wedding rings.
- Personal Bag
- Marriage license
- Tip Envelopes
- Vows



### **Oversees Set-up and Tear-down**

One of the biggest jobs the coordinator will manage on your wedding day is overseeing the setting up of everything.

A simple wedding ceremony and reception require the transport of furniture, florals, food, and beverages, as well as the coordination of a number of vendors, including the florist, officiant, caterer, musicians, bartenders, technicians, and many, many more. In addition to simply setting everything up, the coordinator also makes sure it looks beautiful. Your coordinator has your vision in mind and can make design choices and add final touches to bring that vision to life.

Similarly, your coordinator also handles tear-down. They will be one of the last vendors to leave your wedding, making sure all vendors have fulfilled their duties, collected their property, and most importantly, that the venue or hired cleaners have cleaned up and free from damage.



### **Corrals the Guests**

The wedding coordinator will help make your wedding flow seamlessly from segment to segment, handling everything from directing guests to sit down for the ceremony, ushering them to cocktail hour, and helping them find their seat assignments for dinner. They will point guests in the right direction and answer any questions they have.



### **Puts Out Fires**

We hate to burst your bubble, but not everything will go exactly to plan on your wedding day. Don't fret though: Your coordinator will make sure you're none the wiser. When a plus-one shows up unaccounted for, gusts of wind make your veil fall out as you are walking down the aisle, or any other unforeseen hiccup, the coordinator comes to the rescue. Wedding coordinators are experienced in putting out fires, and doing so subtly, so that you and your guests never even have to know.

*How Present Am I?*

# Steps

## **IN PERSON MEETINGS/ZOOM = INITIAL GATHERING OF INFORMATION MEETING**

- **AVAILABLE UPTO 5 IN PERSON MEETINGS OR WALKTHROUGHS**
- **ONE/TWO WEEKS OUT FOR LAYOUT AND DESIGN DIAGRAMS MEETING**
- **ONSITE= THE DAY BEFORE DURING REHEARSAL & SET-UP, UP TO 4 HR**
- **THE DAY OF WEDDING CEREMONY AND RECEPTION UP TO 12 HOURS,**
- **THE DAY AFTER UP TO 2 HOURS**
- **TEXT AND EMAILS= UNLIMITED CONTACT FROM THE BEGINING OF BOOKING FOR ANY QUESTIONS.**

If your wedding has complex needs or a guest list over 80 an assistant may be needed and is not included in this quote assistants are billed at \$250 flat.





*Booked it!*

**Planner Service:**

- Provides a list of Venue options in your budget that are available.
- Finds Dj's, Florist, Cake, Catering options that fit your wedding style.
- Completes walk through with you
- Obtains Contracts
- Schedules Services

**Coordination Service:**

- Coordinates vendors arrival and deliveries, present during setup, make sure, They have everything they need.
- Creates a layout that vendors use for where to set up. Keeps track of money due, and day of tip envelopes.
- Works with you on design, oversee the details
- Oversee contract fulfillment and billings
- Executes timelines of each schedule

\*\*\*\$500 Deposit valid 48 hours (not able to hold date and quote until deposit paid)

Balance is a pay as you go with paid in full deadline of 45 before wedding date.

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