



Wedding Day Coordination Package

Overview

Our Wedding Day Coordination Package is designed to ensure that your special day runs seamlessly from start to finish. Maya, our experienced wedding coordinator, will manage every detail so you can relax and enjoy your celebration.

Pre-Wedding Coordination

1. Final Details Meeting:

- **Timeline Creation:** Develop a detailed schedule for the wedding day, including vendor arrival times, ceremony, reception, and other key events.
- **Vendor Confirmation:** Confirm details and arrival times with all vendors (caterer, florist, photographer, etc.).
- **Emergency Kit Preparation:** Assemble a wedding day emergency kit (sewing kit, stain remover, first aid, etc.).

2. Venue Walk-Through:

- **Layout Design:** Review venue layout to finalize the seating arrangement, table setup, and decor placement.
- **Logistics Planning:** Plan for any venue-specific logistics or restrictions

3. Rehearsal Coordination:

- **Rehearsal Management:** Oversee the rehearsal to ensure everyone knows their roles and the flow of the ceremony.

Wedding Day Coordination

1. Morning Preparations:

- **Vendor Liaison:** Act as the main point of contact for all vendors and ensure they arrive and set up as scheduled.
- **Timeline Adherence:** Ensure that hair, makeup, and other pre-wedding preparations stay on schedule.
- **Bride and Groom Assistance:** Help the bride, groom, and wedding party with any last-minute needs or issues.



2. Ceremony Management

- **Guest Coordination:** Direct guests to their seats, manage the guestbook, and assist with any special ceremony requirements.
- **Processional and Recessional:** Coordinate the timing and lineup for the processional and recessional to ensure smooth transitions.

3. Reception Oversight:

- **Setup and Decor:** Ensure that the reception area is set up according to the couple's vision, including table settings, centerpieces, and any special decor.
- **Vendor Coordination:** Monitor vendor services (caterer, DJ/band, etc.) to ensure everything runs smoothly.
- **Timeline Management:** Keep track of the schedule for toasts, speeches, dances, and other reception events.

4. Guest Assistance:

- **Special Requests:** Handle any special requests or needs from guests.
- **Issue Resolution:** Address and resolve any issues or unexpected situations that arise during the event.

5. Post-Reception Duties:

- **Clean-Up Coordination:** Oversee the clean-up and breakdown of the venue, ensuring that all rental items are returned and the venue is left in good condition.
- **Personal Items:** Collect and organize personal items and gifts for the couple to take home.

Package Benefits

- **Professional Expertise:** Experienced coordinator with extensive knowledge of wedding logistics.
- **Stress Reduction:** Peace of mind knowing that all details are handled by a professional.
- **Customized Service:** Tailored to meet your specific needs and preferences.
- **Efficient Management:** Streamlined management of your wedding day, ensuring everything runs smoothly.