

# Employee handbook



*Your  
Perfect Day*  
— PLANNING • DECOR • FLORAL —





# ABOUT US

*Our mission is to create unforgettable wedding experiences that reflect the unique personality and style of each couple. We are committed to delivering exceptional service, attention to detail, and innovate ideas that exceed our clients' expectations. With a passion for love and celebration, we strive to make the wedding planning process enjoyable, stress-free, and filled with joy.*

*April Gladieux*

WEDDING

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# OUR PROMISE

At Your Perfect Day, we set and achieve ambitious goals. The quality of our products and services reflects our identity. Our business has been set to ensure consistency within our brand, helping to create strong, recognizable, and innovative communications.

Our promise is to be a premier company passionately known for its quality, service, and promoting beauty to the world with our identity and values.





# 01

## APPEARANCE

Proper attire is essential for a wedding coordinator as it contributes to professionalism, sets a positive impression, and ensures that you are appropriately dressed for the role.

Dressing professionally shows that you take your role as a wedding coordinator seriously and are committed to delivering a high level of service. It creates a sense of trust and confidence in your abilities among your clients and other vendors.





# ATTIRE

Coordinators should be dark colored clothing (black, navy, grey, dark green, etc.)

Jump suits, dress pants, sweater, blazers, knee-length dresses and skirts, blouses, are examples of acceptable dress.

\*when bending over, make sure your cleavage doesn't show and your booty is not exposed!

**DO NOT wear:** anything white/cream/tan, tight/short skirts, sequin, bright patterns, low cut shirts, heels or flip flops.

*Attire for set up/tear down crew members:*

- *T-shirts, leggings/yoga pants, jeans, sweatshirt, etc.*
- *Tennis shoes, comfortable shoes.*



# EXAMPLES





# HYGIENE

Maintaining good personal hygiene demonstrates professionalism and shows that you take your role seriously. It helps to create a positive impression on your clients and other vendors involved in the wedding planning process.

Ensure you are implementing the following:

- Showering either the night before or morning of
- Brushing your hair and/or styling (bun, ponytail, etc)
- Ensuring clean teeth and breath
- Wearing deodorant and/or perfume
- Bring a change of clothes or deodorant/perfume if your are working outdoor wedding or if it is a hot/rainy day.





# **PAY STRUCTURE**

Everyone is HOURLY and considered an “independent contractor” for Your Perfect Day.

# SUBMITTING HOURS

- Everyone is paid via **Venmo**.
- After your shift, send a “request” via Venmo to “Your-Perfect-Day”
  - In the comments, add:
    - *Venue name*
    - *Date of wedding*
    - *Hours worked X pay rate*
- If you bought something for that wedding, send a **SEPARATE** Venmo request.
  - DO NOT buy items for the couple UNLESS they give you cash.
    - I will NOT reimburse you for any of those items
  - Items that I will reimburse for: extra items for decor (that I can re-rent), gloves to serve food, items for your emergency kit, etc.

# TRACKING MILEAGE

- Keep track of your mileage from the time you leave home until you get home from your shift.
- Report mileage on your taxes OR to your accountant.



# SUBMITTING W9

- April will calculate your earnings for the year and send over a W-9 form for you to fill out.
- April will then submit everything to her accountant and mail you back your 1099 form.
- All of this MUST be submitted by January 15th
- You should receive a copy of your 1099 by mid-February.

# EXPECTATIONS

The duties and expectations of a wedding coordinator are crucial for a successful and smooth wedding planning process.





# COORDINATOR DUTIES

- Handle rehearsal (if you are the lead coordinator)
- Check seating chart vs number of tables with chairs
- Verify the correct number of seats at the head table
- Set up couple's personal items
- Check in with hair/makeup to ensure it will be completed on time
- Check in with the couple often to ensure they are stress-free
- Work with the venue coordinator on the layout, verify end of night procedures, etc.
- Verify timeline with photographer/videographer when they arrive
- Keep an eye on the gift table.
- Help the florist with their set up (ceremony flowers, cake flowers, etc)
- Make sure the cake table has a plate, napkin, 2 forks, and a cake/knife set.
- Line up the wedding party for ceremony processional
- Work with DJ on the flow of events
- Work with the caterer on when food is ready, who takes out trash, who clear plates/utensils from the guests tables, extra food packaging, etc.

# HANDY TIPS

- Dry off the bouquets before giving them to the ladies
- Boutonnieres go on the side of the pocket square
- Top button on suit jacket is button (not the bottom one)
- Have tissues ready for the 1st look, photos with parents and right before everyone walks down the aisle
- Use safety pin to fix a suit jacket button
- Pack a to-go box of food for the couple
- Ask the couple what their drink of choice is and have it ready right after the ceremony
- Set a reminder on your phone to check in with the couple every 30 minutes before the ceremony
- Use boob tape to hem dresses/shirts
- Reminder your officiant to move out of the way before the 1st kiss
- Make sure the best man & maid of honor have a drink before their speeches
- After the couple cuts their 1st piece of cake, place it at their seat for them to enjoy
- Pre-light the unity candle (to allow the wick to light easier)



# GENERAL RULES

While specific duties and expectations may vary depending on the wedding coordinator's role and the couple's preferences, here are some general rules and guidelines for a wedding coordinator.





## 01 COMMUNICATION

Maintain clear and open communication with the couple, vendors, and other stakeholders throughout the planning process. Check in with April to ensure smooth coordination.



## 02 ORGANIZATION

Stay organized and keep track of all details related to the wedding, including contracts, timelines, budgets, and vendor information.



## 03 PROBLEM-SOLVING

Anticipate and resolve any issues or challenges that may arise during the planning process or on the wedding day. Remain calm and composed, and find creative solutions to ensure a smooth and stress-free experience for the couple.



## 04 CLIENT SATISFACTION

Above all, prioritize client satisfaction. Listen to the couple's needs and preferences, and strive to exceed their expectations. Ensure that their vision for their wedding day is realized and that they feel supported and cared for throughout the planning process.



# VENDOR/VENUE RELATIONSHIPS

Vendor and venue relationships are crucial for a wedding coordinator as they play a significant role in ensuring a successful wedding. Here are some key aspects of managing these relationships:

1. **Networking:** Build and maintain a strong network of reliable and professional vendors and venues in the wedding industry.
2. **Communication and coordination:** Be the main point of contact between the couple and the vendors/venues. Handle all issues between the vendor; never the couple. Facilitate effective communication by relaying information, answering questions, and providing updates to both parties. Ensure that all vendors and venues are aware of their responsibilities, timelines, and any specific requirements to avoid miscommunication or misunderstandings.
3. **Venue logistics:** Work closely with the venue to understand their policies, procedures, and layout. Coordinate logistics such as setup, parking, guest flow, and any specific venue requirements. Maintain open lines of communication with the venue staff to address any issues or concerns promptly. Notify April of any issues or concerns.
4. **Relationship building:** Cultivate strong relationships with vendors and venues by treating them with respect, professionalism, and gratitude. Always be kind to them and help them when you can. Appreciate their hard work, acknowledge their contributions, and provide feedback on their performance. This helps to build trust and loyalty.

# BONUS

Anytime you refer someone and they book, you will receive \$50



## TESTIMONIAL



*We are so glad that we hired April for our wedding! She was helpful with organization and communication with vendors starting early on in the process. April's experience and expertise allowed her to give gentle guidance in each stage of the process as we approached decisions we knew little about. It took so much of the stress out of the planning to have April to rely on, she's truly someone you can trust with any and every wedding detail. I truly felt that April understood my wedding vision and worked very hard to make sure it came to life. Our wedding day went incredibly smoothly with a team of amazing vendors thanks to April!*

*~Elizabeth (Bride)*

When you get a 5-star review on social media, you will receive \$50.



A vertical line is positioned in the center of the page, extending from the top to the bottom. The background features a faint, light-colored floral pattern, possibly of a rose, which is centered and serves as a subtle backdrop for the text.

THANK  
YOU