



Stardust

**Custom Wedding Coordination**  
**And Wedding Day Management**

This plan is best for busy couples who need assistance after they have all the vendors contracted and need a hand navigating through the detailed decisions and logistics. Now that the “who” has been secured – we help with the “now what?”.

10 – 12 months before your wedding, I will help you with things like sorting through menu options and serving suggestions, hotel room blocks, seating arrangements, venue layout, tracking payment benchmarks, and final guest counts.

This plan includes all the features of Wedding Day Management. We will ensure that all the efforts put into planning are fully executed on your wedding day.

Below is a snapshot of what you can expect from us. This plan can be customized to include features not described here.

**We will:**

- ❖ Provide unlimited phone and email support.
- ❖ Be the single point of contact for all vendors to filter questions & requirements.
- ❖ Arrange all vendor meetings & appointments.
- ❖ Do a walkthrough at the selected venue(s) & provide layout and floor plans for scheduled events to help you decide how you want to arrange seating, serving area, and dance floor.
- ❖ Provide menu tasting and meal selection assistance.
- ❖ Itinerary Development – a detailed schedule of the entire day’s events from the moment you wake up until the last person leaves.

- ❖ Final consultation with entertainment – we will confirm the playlist and order of play. How they should plan to set up and how long they will be on site.
- ❖ Assist with rehearsal dinner and/or any pre-wedding events.
- ❖ Help with guest list development and sticking with guest count requirements set by venue managers.
- ❖ RSVP Tracking and fielding any questions guests might have. Follow up with guests who have not responded before the cut-off date.
- ❖ Create a comprehensive event schedule for vendors and the wedding party.
- ❖ Unlimited professional suggestions (creative ideas, budgeting, etiquette, etc....)
- ❖ Includes Wedding Day Management (see plan for details)

*Relax and enjoy your day.*

*We will manage all the details for you so you can focus on enjoying your friends, family,  
and each other.*