

Inspiration Events

Day of Coordination Package

\$2100

Services Included-

Month Before Wedding- Meeting with Couple to go over details and Vendor Lists

Timeline Arrangement

Week of Wedding- Timeline Finalized and Contact with Vendors

3 Days Before Wedding Meeting to go Over Last-minute Details and Changes and Any Set up Instructions

Rehearsal Dinner- Direct Bridal Party and Go Over Walking Order/Ceremony Instruction

Practice any Ceremony Additions (Communion, Religious Readings, Family Traditions)

Day of Wedding:

Morning Arrival and Check in with Venue and Begin Large Furniture Set-up

Check in with Bride and Groom Separately to Check Needs for Beginning the Day

Decor Set up and Design Arrangement.

Vendor Point of Contact for Proper Set up and Venue Navigation

Distribute Gratuities and/or Cards for Vendors

Boutonnieres and Bouquet Distribution

Bridal Party Direction and Set Up for Ceremony

Facilitate Ceremony Needs, Entrances and Transportation

Guest Navigation to Cocktail Hour

Move any Pieces Necessary to be Moved after Ceremony to Reception

Provide Bride and Groom Drinks and Snacks for Cocktail hour/Photos

Set up Walk into Ceremony Order

Direct Food and Drink Vendors on Foodservice Timeline and Dessert Service

End of night - Set up any end of Night Ceremony (i.e. Sparkler sendoff)

Break Down Decor and Take Care of End of Night Items

