

# WEDDING COORDINATOR INVESTMENT



# Wedding Coordinator Investment

As the bride, you have worked **SO** hard planning the best day of your life- let me handle the rest! This investment allows me to work closely with you as I learn about all aspects of your wedding- from the guest list to the send off- to make sure every little detail is taken care of. It is my mission to make your vision become a reality. I can't wait to celebrate with you!

## **Preparing for your day:**

- Unlimited email and phone communication
- Assistance with navigating vendor selection
- Communication with all vendors in regards to their services, timelines, set-up needs, arrival and departure information
- Timeline creation and distribution to all vendors
- Mini timelines for bridal party and family members
- Final timeline meeting and venue walk through

## **Your rehearsal:**

- Manage your rehearsal with officiant
- Assistance with coordination of rehearsal dinner and any applicable vendors

## **On your wedding day:**

- Unlimited hours of service on your wedding day
- Agreed upon day of errands
- Assistance with wedding day set-up for ceremony and reception
- Distribution of vendor payments
- Wedding day emergency kit
- Oversee marriage license for signatures and mailing
- Timeline supervision
- Vendor management
- Pinning of boutonnieres and corsages
- Provide oversight for the ceremony and entrance cues for the bridal party
- Greet and direct guests
- Coordination of bridal party introductions at reception
- Oversee reception events and announcements

## **After the send off:**

- Assistance with clean up and packing your décor

## **Venue Coordinator vs. Wedding Coordinator**

What is the difference, anyways? They sound quite similar but they couldn't be more different!

A venue coordinator is included with all of our wedding packages. This is a Juniata Valley Winery representative to take care of all aspects of the venue- table and chair set-up, floor plans, stocking the bathrooms, managing bar staff and parking attendants, overseeing the caterer's kitchen and to answer any questions you have in regards to the venue's policies.

A wedding coordinator will have your back through the entire process! While you are planning your wedding, they will be a resource to you and assist you with tying up the loose ends to complete your vision for your best day. From your rehearsal to putting your dress on to the last dance, our coordinator will be there to assure that your day is everything that you have ever dreamed of. They will take care of your vendors, bridal party, family and manage your timeline so that you will be able to be fully present for every moment. All of this will allow you to breath a sweet sigh of happiness when you close the door to your getaway car to begin forever with your love.

# Add On Services

## Include but are not limited to:

- Additional planning services
- Vendor selection and meetings
- Creation and/or mailing of invitations
- Guest list management
- Bridal shower coordination
- Assistant wedding coordinator



## Why me?

Okay, you might be thinking "this sounds great and all, but why should I hire *this* wedding coordinator?" Well, I am glad you asked! Through my extensive experience as an event planner, coordinator and a bride, I truly understand how important it is to have someone who is going to take care of the little details so you can soak in every second of your once-in-a-life-time day. Someone to pick up the flowers while you and your girls get your nails done, someone to worry about the 85% rainy forecast and make last minute adjustments so your dad doesn't have to be handing out umbrellas to all of your guests, to help the love of your life pin their boutonniere on just before your first look- I want to be the person that takes the stress and worry out of your wedding so you and your family can simply relish in the sweet moments of the day together.

On top of that, my comprehensive knowledge and experience with weddings and events at the Juniata Valley Winery will allow me to serve you even better. Let's grab coffee and chat to see if we would be a good fit!



Still have questions? Are there services that aren't included in the package that would make your day easier? Let's chat! I am more than happy to discuss your needs and create a custom package that is a perfect fit for you and your budget!



*I cannot wait to see  
your name in my inbox!*