

	DAY OF COORDINATION	PARTIAL PLANNING	FULL SERVICE PLANNING
Constructing detailed timeline of events for wedding day	☑	☑	☑
Providing an emergency wedding day kit	☑	☑	☑
Serving as point of contact for vendors (30 days prior to wedding for "day of" package)	☑	☑	☑
Confirming all details with vendors prior to wedding day	☑	☑	☑
Coordinating and directing wedding rehearsal and ceremony	☑	☑	☑
Executing wedding day timeline and production details	☑	☑	☑
Managing reception floor and behind the scenes details during dinner and dancing	☑	☑	☑
Coordinating and directing wedding day set up and breakdown	☑	☑	☑
During reception, loading wedding gifts and decor into pre-designated vehicle	☑	☑	☑
Collecting cake accessories/rentals and top layer of cake to load in pre-designated vehicle	☑	☑	☑
Distributing of final payments and gratuities to vendors	☑	☑	☑
Vendor contract review and negotiation		☑	☑
Vendor recommendations		☑	☑
Attending vendor meetings (restrictions apply)		☑	☑
Creating customized floor plan for reception seating		☑	☑
Assisting with preparation of ceremony script for officiant		☑	☑
Developing and tracking wedding budget			☑
Assisting with design and creation of ceremony and reception signage			☑
Picking up flowers (restrictions apply)			☑
Coordination of hotel accommodations			☑
Follow up with guests about RSVP deadline			☑