



Day of Wedding Coordination

- Client consultation to outline expectations, provides preferred vendors and referrals, complete timeline and finalize any unfinished details.
- Create a wedding weekend schedule for vendors, family and bridal party.
- Designate responsibilities for taking home gifts, cake toper, bridal portrait, and keepsakes
- Confirm vendor's arrangements two weeks prior to wedding. (Bride to provide the Names and Phone numbers to all vendors)
- Consult 2 weeks before the wedding to finalize all details.
- Visit wedding venue 1 to 2 weeks prior to wedding date to do a final review with vendors and venue staff (In and around Hill Country).

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- Check in with bride and groom 2 - 3 days prior to wedding to review rehearsal and wedding day schedules if needed.
- Rehearsal (2 hours allotted)
Coordinate wedding rehearsal if needed.
Perform a final review with officiate and music vendor.
- Distribute itineraries and duties to wedding party and vendors.
Become their main point of contact.
- Collect and distribute final vendor payments and gratuities (payments to be in an envelope and sealed) Day of Wedding.
- Have "Fix it kit" available at all times for any incidents that may arise.
- Arrive 2 hours prior to ceremony to assist the bride and bridal party with getting ready.
- Help instruct ushers or groomsmen on how to seat and escort the guests for the ceremony.
- Direct placement of the floral arrangements, Cake and or centerpieces prior to ceremony.
- Confirm location of wedding rings and secure their correct placement.
- Ensure proper line up and timing for the bridal party.
- Confirm signing of marriage license by officiates and witnesses before the end of the event.
- Take bouquets from ceremony to reception site (if needed).

- Set up items to be used by bride and groom (Toasting glasses, cake-cutters, servers, etc).
- Maintain prior-negotiated timeline of ceremony & reception.
- Serve as band/DJ's main point of contact for proper cues (1st Dance, bouquet and grader toss, Big entrances, toasts, cake cutting, etc).
- Assist in preparing take away food and beverage for bride and groom to take from the reception site.
- Top of wedding cake preserved for anniversary.
- Distribute send off items to guests before departure.
- Help direct and distribute wedding favors to guests.

Package Total

\$750.00

This package does not include booking vendors. Clients will be responsible for making arrangements with vendors as well as any reservations with hotels or restaurants.

Coordinator to be available for up to 8 hours on the wedding day.

For weddings with more than 200 guests, additional assistants will be required at an extra \$250.00 cost.

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