



## Day-Of Coordination

*For the “do-it-yourself” couple; receive advice with decisions prior to the wedding, and full-hands on execution on day-of*

- Assistance with and managing of the timeline leading up to the big day
- Guidance and assistance with finalizing vendors
- Coordination of rehearsal dinner (if applicable)
- Unlimited phone and email correspondence beginning at 3 months in advance
- 1-2 face-to-face and/ or virtual meetings for finalizations
- Access to our “Bridal Emergency Kit” on day of (see site for contents)
- Execution of wedding day time-line
- Day of vendor management
  - Ensure vendors arrive when and where determined in contract, ensure vendors understand and follow timeline
- Décor assistance where applicable
  - Vendor set-up, sign-in book/ welcome table, seating charts, cake utensils/ cake table, sweetheart table
- All day coordination on day of event (set-up, ceremony, reception, clean-up)
  - 50 guests or less: + one assistant
  - 51-149 guests: + one assistant
  - 150 guests or more: + 2 assistants





## Partial Planning

*For the in-between couple; be apart of the planning experience, but also gain expert advice on various details throughout the process of planning and especially on the day-of*

- Vendor recommendations/research for up to 5 vendor services
- Assistance finalizing details and payments with vendors
- Creation and management of wedding day time-line
  - Ensure all vendors receive and confirm time-line week of event
- Unlimited phone and email correspondence beginning at 5 months in advance
- Venue walk-through if necessary
- 3-4 face-to-face and/ or virtual meetings for finalizations
- Coordination of rehearsal dinner
- Access to our “Bridal Emergency Kit” on day of (see site for contents)
- Day of vendor management
  - Ensure vendors arrive when and where determined in contract, ensure vendors understand and follow timeline
- Full décor assistance
  - Vendor set-up, sign-in book/ welcome table, seating charts, cake utensils/ cake table, sweetheart table and more
- All day coordination on day of event (set-up, ceremony, reception, clean-up)
  - 1 lead coordinator and assistants as needed based on guest count





## Full Wedding Planning

*For the couple that may not have the spare time required for the wedding planning process; have our team guide you through the planning process from start to finish, taking care of all details*

- Unlimited vendor research
  - Research, review, negotiation, and book/ contract upon decision.
  - Including but not limited to venue, hotel, MUAH, photo, video, entertainment, catering, rentals
  - Attendance at any/all vendor meetings as needed
  - We will act as the main point of contact for your vendors from start to finish!
- Complete design and plan coordination for all details
- Contract and finalize payments with all vendors
- Budget analysis / saving tips where necessary
- Unlimited phone and email correspondence from booking to finish
- 5+ face-to-face and/ or virtual meetings depending on need and availability
- Rehearsal dinner coordination
- Bridal party and guest accommodations on day-of
- Access to our “Bridal Emergency Kit” on day of (see site for contents)
- Creation and management of timeline
  - Ensure all vendors receive and confirm time-line week of event
- Day of vendor management
  - Ensure vendors arrive when and where determined in contract, ensure vendors understand and follow timeline
- Full décor assistance for ceremony and reception
  - Vendor set-up, sign-in book/ welcome table, seating charts, cake utensils/ cake table, sweetheart table and more. Welcome-bag/ favor assembly as needed.
- All day coordination on day of event (set-up, ceremony, reception, clean-up)
  - 1 lead coordinator and assistants as needed based on guest count





## South-Asian Wedding Coordination (Sikh, Sangeet, Haldi, Sangi, etc.)

*For the Traditional South-Asian couple; have our extensively knowledgeable team guide you through the planning process from start to finish, taking care of all details and traditions along the way*

- Décor and design plan and execution
  - Color pallet, guest list management, décor, etc.
- Complete vendor research
  - Research, review, negotiation, and book/ contract upon decision.
  - Including but not limited to venue, hotel, MUAH, photo, video, entertainment, catering, rentals
  - Catering selections and presentation details to git your specific needs
  - Attendance at any/all vendor meetings as needed
  - We will act as the main point of contact for your vendors from start to finish!
- Create a detailed timeline for the entirety of the planning process and day-of event(s) from start to finish
  - Ensure all vendors receive and confirm time-line week of event
- Set-up and help to manage overall budget (offer budgeting and saving tips as necessary)
- Unlimited contact as needed- including but not limited to zoom/skype calls, in-person meetings, emails, phone calls etc.
  - Whatever you need from us to have the most stress-free and seamless wedding day!
- Access to our “Bridal Emergency Kit” on day of (see site for contents)
- Pre-wedding celebrations
  - Assistance planning and coordinating- potential to be there at event for additional charge
- Rentals - linens, décor, china, draping, furniture, props, etc.
  - Our team to oversee and assist with drop-offs, set-ups, tear-downs, and any other needs
- Full décor assistance for ceremony and reception
  - Vendor set-up, sign-in book/ welcome table, seating charts, cake utensils/ cake table, sweetheart table and more
- All day coordination on day of event (set-up, ceremony, reception, clean-up)
  - 1 lead coordinator and unlimited assistants as needed (based on guest count)

