

## DAY OF EVENT COORDINATOR - DAY OF WEDDING COORDINATOR

### Service Description:

As a day-of wedding coordinator, we will work closely with you to ensure that your wedding day runs smoothly and according to plan. This package is designed for couples who have already made the majority of their wedding arrangements but need assistance in executing their vision on the day of the event. We will be your point of contact on the day of your wedding, handling all the logistics and troubleshooting any issues that may arise.

### Package Inclusions:

1. Initial Consultation: We will have an initial consultation to discuss your wedding and/or event plans, including your vision, timeline, and any specific requirements or preferences you have for your special day.
2. Venue Visit: We will visit your chosen wedding venue to familiarize ourselves with the layout, available amenities, and any specific rules or regulations that need to be followed.
3. Final Timeline Creation: Based on our discussions and your input, we will create a detailed timeline for your wedding day, ensuring that all events and activities are coordinated seamlessly.
4. Vendor Coordination: I will reach out to your vendors, including the caterer, florist, DJ, photographer, and others, to confirm their arrival times, setup requirements, and any other necessary details. I will be the point of contact for the vendors on the day of the wedding, ensuring that everything is in place and runs smoothly.
5. Rehearsal Attendance: I will attend your wedding rehearsal to coordinate the processional, recessional, and any other elements that require timing and coordination.
6. Wedding Day Coordination: On the day of your wedding, I will be present from the setup to the tear-down to ensure that everything runs smoothly. This includes overseeing the setup of the ceremony and reception areas, coordinating with vendors, managing the timeline, and addressing any unforeseen issues.