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## *Month-Of Wedding Coordination Package*

This package is ideal for anyone who has their vendors chosen and a good portion of their wedding day already planned.

With this package we will be there to support you the month-of and day-of your wedding. We will help you to ensure you haven't forgotten anything and will be there to lend you a hand with anything you need on your special day.

### **The Month-Of Coordination Package Includes:**

- Initial consultation and itinerary planning with the couple
- Unlimited phone and e-mail consultations
- Venue walkthrough and attending any final details meetings
- Reviewing the wedding details and all vendor contracts
- Reviewing the wedding timeline with the couple and providing final template to all vendors a week and then a day before the wedding
- Coordinating the wedding rehearsal

### **Day of The Wedding:**

- Full day of onsite assistance during ceremony, cocktail hour and the reception.
- Guest Management: Directing the flow from venue to venue/room to room or event to event.
- Vendor Management: Coordinating and assisting with set up and tear down, deliveries, permits and licenses and vendor requirements
- Ensuring things are running smoothly and according to the schedule
- Onsite set up of small décor items such as guest book, signing pens, photographs, favours, place cards etc.
- Coordinating wedding day photos of the couple, the wedding party and family shots
- Coordinating with the DJ and MC throughout the ceremony and reception to make sure speeches/entertainment run smoothly and on time
- Delivery of all final payments to all vendors
- Access to complimentary wedding day emergency kit

Investment starting at \$1,900

All of our packages are customizable. If you would like to adjust any of these services, please let us know! We are happy to work with you to create an estimate that suits your individual needs.