

Month of Coordination Package

We customize each package to fit your needs, but here is a good example. We've also highlighted a few bullet items that we think are especially beneficial to our clients.

Pre-Wedding

- Two pre-wedding consultations
- Construct a detailed wedding day timeline and distribute to all vendors, officiant, etc..
- Coordinate with your vendors and confirm all details prior to the wedding and distribute vendor spreadsheet
- Confirm all vendor arrival times
- Conduct wedding rehearsal

Wedding Day

- Up to 10 hours on-site with our coordination team allowing you to enjoy every moment of your wedding day
- **Directing the ceremony processional and flow from ceremony to reception for a smooth transition**
- **Coordinate and assist with the setup of the ceremony and reception (including tables, chairs & décor)**
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Ensuring bridal party and VIP's receive flowers
- Receive deliveries and point of contact for all vendors
- Assisting the wedding party and guests as needed
- **Keeping flow of event on track; working with wedding DJ to make announcements**
- **Organizing rentals at end of event for easy pickup**
- Distributing final payment and gratuity to vendors
- Handle any unforeseen issues