

## *Wedding Day Coordinator + Partial Planning*

We can customize each package to fit your needs. We've also highlighted a few bullet items that we think are especially beneficial to our clients.

### *Pre-Wedding*

- 2 pre-wedding consultations
- 1 Onsite Visit
- **Provide vendor recommendations and make initial contact to check your wedding date; Utilizing our vast vendor network to get you the best vendors in the business.**
- Be point of contact with vendors if that is what client prefers
- **Assistance in getting rental orders started and ensuring you're getting the best price; use of our vendor discount were applicable.**
- 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

### *Rehearsal*

- Recommendations/Reservations for Rehearsal Dinner
- **Coordinating/Facilitating the rehearsal**

### *Wedding Day*

- Up to 12 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