



## Mary's Same Day-Of Wedding & Party Planning Services

Please call for further information  
Evening & Weekends appointments available

Most brides stress over the details and worry that they will forget something important the day-of the ceremony. A bride has enough to worry about to worry about and this should be the most important day of her life. A Day-Of-Coordinator can remove all stress and concerns.

The primary duty of the Coordinator is to be a liaison between the bride, groom and the many vendors providing services for the bride and groom. We are there to attend to both details and un-expected needs. We have over twenty-five years of experience as a coordinator and planner.

1. Preview wedding reception site, if necessary
2. Organize and instruct processional line-up along with spacing the bridal party on aisle accordingly
3. We will instruct ushers on greeting Guest and their escorting procedures
4. Distribute and pin-on wedding parties and extended families
5. Make sure set-up and decorations for ceremony and reception is according to bride's wishes the day of the wedding
6. Serve as the point person for every vendor and delivery of their supplies and services
7. Verify that all favors, centerpieces and place cards receive proper placement and that all candles are lit.
8. Assist with Guest Management, providing directions to Guest regarding reserved, assigned and open seating
9. Confirm or set-up of Guest Book, Gift Table, and place small rental equipment where needed. Monitor Guest Book and Gift Table until attendant arrives
10. Supervision of reception events; such as, cutting of the cake, throwing of the garter,
11. first and last dances in order for the event to run smoothly
12. The Coordinator will adhere to the schedule as time permits and keeps the couple alert of the up-coming events

Mary Lamb  
Fees begin at

Wedding and Party Planning  
\$750.00 or \$150. 00 hourly