



For the couple who has chosen to take care of everything for the ceremony and reception sites, but would like the luxury of completing their wedding day with complete peace of mind. Your TaylorMade Coordinator will pick up where you left off and ensure a smooth, seamless Wedding Day.

Meetings

- ☐ 2 hours of meeting time to go over details, identify needs and offer advice on achieving the wedding you desire
- ☐ Calls and emails (on an unlimited basis) from beginning to end of your planning process
- ☐ Detailed Wedding Day Itinerary to be give to Bridal Party

Rehearsal

- ☐ Direct and Coordinate wedding rehearsal (1.5 hour maximum)
- ☐ Gathering of all items at rehearsal to be brought for wedding day (place cards, guest book, toasting glasses, cake server, bubbles, favors, etc.)

Wedding Day *(Our Coordinators will be on site 2 hours early to oversee ALL details of your day from setup to breakdown of decor)*

- ☐ Ensure license and wedding rings are in place
- ☐ Greet vendors, coordinate set up and work side by side with them
- ☐ Assist wedding party or guests with special needs
- ☐ Cues
- ☐ Processional lineup
- ☐ musicians
- ☐ Direct Ushers with seating and program distribution
- ☐ Greet and guide late arrivals
- ☐ Emergency Kit standing by and ready for any unforeseen oops
- ☐ Gather wedding party and family members for pictures as requested

Reception

- ☐ Greet vendors, coordinate set up and work side by side
- ☐ Gather and cue wedding party for grand entrance at reception
- ☐ Supervising and communicating with the banquet captain or staff
- ☐ Assist DJ / MC in guiding through the events making sure no one misses out on a thing
- ☐ Keep bride and groom posted on schedule / what's next
- ☐ Ensure that everything is packed up at the conclusion of the event:
 - o Cake top, toasting glasses, guest book, cake server, gifts,
 - o Given to the caretaker of your choosing
- ☐ Disperse all final payments / gratuities as needed

Starting at \$795.00

Special Paid in Full Pricing: \$450.00