



Month-of-Coordination

Detailed site plan with entire event layout to scale for venue set up which will be distributed to all vendors.

Unlimited face-to-face meetings, as well as unlimited communication via phone or email

You will receive an updated "to do list" (this includes what needs to be done and what has been completed), which will be sent once a week for the first three weeks, then you will receive it daily up until the day before the wedding.

Creation of detailed ceremony, reception and vendor timeline

We will attend any of your final appointments with confirmed vendors or via phone and email (for written confirmation) over the timeline with them and confirm their arrival times on their perspective dates

Assistance with photography list (you must have pics) for the day of wedding

Assistance with and review of seating arrangements and we will provide a printout of floor plan via email weekly as R.S.V.P.'s are confirmed to our office by the client, unless other arrangements are made prior.

One week prior to event, we will call all vendors to confirm arrival times, details, and any other last minute changes, if any

Contact venue and any relevant officiant to coordinate rehearsal time and confirm details.

Coordinate rehearsal, providing guidance and etiquette as needed

One coordinator and one assistant to coordinate/Oversee set up of ceremony/reception décor, including centerpieces, gift table and guest book. Coordinators are available from set-up to tear down and will deliver payments and tips to vendors if needed. If more than four hours to setup and two hours to tear down additional assistants or additional hours will need to be added. Ensure gifts and décor are collected and given to designated party

This is a list of services that are included in our month-of-coordination for weddings, but all of our packages are custom built and priced. If a bid is requested by a potential client, the bid will include a detailed list of their custom package services. Any time and/or additional assistants are needed an email will be sent for approval before being added or invoiced

We pride ourselves in creating one-of-a-kind events that are tailor made for each individual client. No matter what the event, we vow to offer a memorable event within your budget.

Most importantly is making your special day seamless and all details taken care of so that your family and you and your spouse will have the confidence in knowing that you are free to take in every moment.

We look forward to being a part of your special day!

Jaimee Swindall

Principal

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