

## *Rehearsal & Day-Of Wedding Coordination*

This package is for the couple that has done all the planning, but wants to relax and enjoy their stress-free wedding! Any a la carte service can be added to this package.

### *Prior to:*

- Initial consultation with the bride and groom
- Unlimited phone calls, emails and texts
- A walkthrough at the venue
- Regular check-ins to see how the planning is going
- Etiquette advisement
- Unlimited vendor referrals (attendance of meetings available upon request for an additional charge)
- Guaranteed exclusivity to your wedding day

### *Month of:*

- Final detail meeting with the couple 3-4 weeks prior to the wedding to tie up all the loose ends and go over inventory of items to be set up, rough outline, and names of bridal party, etc.
- Collection of all vendor contracts to confirm delivery locations, times, and final arrangements
- Confirm delivery locations, times, and final arrangements with all vendors
- Customized wedding day itinerary to be approved by the couple and distributed to all vendors so that everyone is on the same page

### *Rehearsal:*

- Coordination of the ceremony processional, recessional, and receiving line
- Final collection of any items that need to be set up on at the ceremony and reception, such as candles, guest book, favors, toasting flutes, cake knife/server, programs, seating cards, table numbers, etc.
- Meet family and bridal party

\*There is a 1 hour limit for the rehearsal. Anything over will be \$25 per half hour.

### *Wedding Day:*

- "Go to" person for everyone, including family and vendors
- Distribution of final vendor payments and gratuities (if necessary)
- Ceremony and reception setup and decorating
- Coordination of ceremony processional, recessional, and receiving line
- Meet, greet and direct vendors and guests
- Ensure that specific parties are present when needed (i.e.: dad is in the room when the DJ announces the father/daughter dance)
- Assist DJ in gathering participants for the formal introductions
- Collection and transportation of ceremony items to reception or to a designated person
- Assist with the distribution and pinning of corsages, boutonnieres and bouquets
- Ensure that setup is how bride and groom want, if done by the venue
- Keep bride, groom and vendors on the timeline or improvise as needed
- Use of wedding emergency kit
- Collect all personal items at the end of the night to be put in a designated place for a designated person to take
- Handle any issues that may arise
- At least one assistant with the head coordinator