

Month of/Day of Coordination Package

Prior to Wedding Day:

- One initial consultation to one month prior to event to resolve planning needs.*
- One two hour planning meeting to obtain information about the wedding and determine how the couple would like the wedding to flow*
- Preparation of a rehearsal and a wedding day timeline*
- Vendor confirmations for the wedding day (4 weeks prior)*
- Rehearsal attendance and facilitation*
- Attendance and direction (coordinated with officiate) of the wedding rehearsal*
- Final collection of wedding items at rehearsal to be set-up on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.*

Wedding Day:

- Attending, overseeing and directing the wedding ceremony and reception (up to 10 hours)*
- Providing wedding emergency kit (Shout Wipes, hairspray, safety pins, Band-Aids, scissors, deodorant, straws, snacks, Static Guard, sewing kit, etc.)*
- Receiving deliveries and greeting vendors*
- Making sure wedding ceremony areas are set-up as planned*
- Making sure table numbers, place cards, programs, and wedding favors are correctly placed*
- Assisting with handing out wedding flowers, pinning on corsages, boutonnieres, etc.*
- Helping wedding party to get in place to walk down the aisle. Making sure flowers are held correctly, timing is perfect, wedding dress trains are straight, etc.*
- Helping photographer get the wedding pictures you want, making sure family members are available and in place for the photographer*
- Ensure wedding reception area is set-up as planned, candles lit, DJ on schedule, etc.*
- Making sure everything is running on schedule*
- Making sure all vendors receive final payments, as needed*
- Coordinating the gifts received at wedding to be delivered to pre-arranged location*
- Collecting guest books, cameras, personal items, etc. to be delivered to pre-arranged location*
- Making sure transportation is running on time*
- Preventing and fixing any problems that may arise during your wedding day, while helping you maintain a cool composure*

If you are an out of city bride your coordinator is available to travel to you for meetings as well. Please ask about this option.

PRICES STARTING AT \$999 –VARIES DEPENDENT ON GUEST TOTAL AND TRAVEL