

## **DAY OF COORDINATION**

**We've got your back.**

Hire us as your Day of Coordinator and Relax. Our team has everything covered on your most important day. Starting four to six weeks before your wedding, turn your carefully considered plans over to us. Breathe a sigh of relief knowing that every last detail has been checked and rechecked by our experienced team. This service is perfect for the couple who has done all of the hard work, logged all of the hours and spent many a day and night planning their wedding. Final Stage service provides dependable and professional assistance and will ensure that all of the elements of your ceremony and reception run smoothly.

Includes a team of two people and up to 10 hours on your wedding day.

**Day-Of Coordination: \$1200**

### **Final Stage Planning and Wedding Day Direction:**

Initial meeting (1 hours) to discuss your wedding style, vision and vendors you have already secured:

- Ongoing access to planner for professional advice and guidance with consultation **via email** and **phone 30 days prior to your wedding**
- Confirm orders for any rental items
- Contact and review final contracts with the wedding professionals you've hired and introduce our staff as "day of" contacts
- Creation and distribution of wedding day timeline to all vendors one week before wedding date
- Site inspection of ceremony and reception sites and meeting with couple 30 days before the wedding to review the wedding week schedule and finalize all arrangements
- Assist Officiant and orchestrate ceremony rehearsal with bridal party and family

- Communicate with musicians on ceremony song selections and cueing wedding party for processional
  - Coordinate with catering/banquet staff regarding set ups and compliance of floor plans
  - Oversee the setup of the ceremony and reception locations
  - Floral distribution of bouquets, corsages, boutonnieres(Delivery is done by the florist, picking up of flowers from florist would require a delivery and milage charge)
  - Direct guest seating and program distribution
  - Set-up of Seating Cards, Menus, Favors, Sign-in book, and gift table
  - Work with band/DJ to establish timing for Grand Entrance, First Dance, Cake Cutting, Bouquet and Garter Toss (as applicable)
  - Onsite coordination and management of entire wedding day
  - Handle final payments and gratuities to vendors
  - Collect any personal items at the end of the event and turn them over to designated person(Any clean-up and/or storage of personal items purchased requires an additional fee)
  - Handle any last minute changes, additions or problems

**up to 20 hours of planning/coordination time including 10 hours on wedding day**

**Please read below additional enhancements will require an additional fee.**

**Additional Enhancements:**

**Rehearsal Dinner Coordination**

Recommend locations for the rehearsal dinner, assist with securing event professionals as needed, and oversee the event.

**Post-Wedding Brunch Design and Coordination**

Recommend locations for the post-wedding brunch, assist with securing event professionals as needed, and oversee the event.

**Additional Set/Strike Labor (Will Require an extra fee for staffing according to the amount of guest)**

Including, but not limited to, setting tables, linens, placing chair covers and sashes, breakdown and replacement of tables, chairs, cleanup including but not limited to collection of china, washing dishes, throwing away garbage, sweeping, mopping or any other equipment provided by a third party, setting up ceremony chairs, etc.

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