



With over 20 years experience in weddings, corporate events and social events, Beth Murray and Kimberley Vines can do anything you envision!

DAY OF COORDINATION

Our Day of Coordination service is perfect for the bride and groom who need on-site assistance on their wedding day.

VENDOR MANAGEMENT

- Meet key vendors to review details and exchange information
- Schedule and accompany vendors on venue site walk through if necessary
- Confirm all vendor services before the wedding

WEDDING LOGISTICS

- Create wedding day timeline
- Create vendor contact information and wedding party contact information

ORGANIZATION

- Rehearse/Oversee processional and Recessional with officiant and wedding party. Review wedding party roles.
- Distribute wedding day timeline and contact information (wedding planner info and wedding party phone numbers) to the wedding party and involved family and friends

WEDDING DAY COORDINATION

Manage the organization and flow of the Wedding Day to ensure the event runs smoothly and on time. Setup and deliveries will be overseen for proper set up.

MEETINGS

3-4 Meetings included in this service are an overview meeting at the reception site visit, progress meeting on plans, ceremony site visit, caterer meeting if needed, final reception site meeting, and final wedding coordination meeting.

Meetings can be combined if needed. Calls, texts, and emails always welcome.

* Day of Coordination packages begin at \$1000 and depend upon level of coordination.

