



Month-Of Wedding Planner Coordination Package \$1,500.00 inclusive of tax

This package is best for couples that have already chosen most vendors, including their venue, decorator and/or florist, caterer, and band. You might just want assistance getting to the finish line, and would like someone else to take charge, tie it all together and provide some final advice. A couple of months prior to your wedding, we will meet to start coordinating your entire photo, floral, venue and entertainment vendor details, and discuss your overall expectations for the execution of your big event. Month-Of planning includes the following:

Pre-Wedding

- *Unlimited Consultations*
- *Detailed day of timeline design: We will design a wedding timeline together, and I will act as an advisor regarding the overall flow of the evening.*
- *Point-of contact support for all wedding vendors for the two months prior to the wedding*
- *Rehearsal Coordination: This includes organizing the rehearsal and booking the rehearsal location.*
 - *Rental and Floor Plan Coordination*
 - *Additional Vendor Research and Inspiration*
- *Partial Payment Management (for the 60 days prior to the wedding and the week following): I can help create a schedule of your final payments, in order to organize and alleviate stress.*
 - *Unlimited Meetings at the Venue with Vendors*

Wedding Day

- *Day Of Coordination: All of the day of logistics will be worked out beforehand so that you can have a stress free day. I will be present for vendor load in, the duration of the wedding, and clean up.*
 - *Distributing final payments and gratuities to vendors on the wedding day*
 - *Overseeing work by all wedding day vendors*
 - *Bridal Party Management*
 - *Supervising set-up of all decor items and event rental items*
- *Coordinating with the DJ or Band with timing and the execution of special announcements*

Post Wedding

- *Coordinating transportation of gifts to predetermined location*
- *Supervising event's clean-up and break-down*
- *Ensuring the return of rental items and supplies to appropriate vendor*