

# Robyn Diane Events

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It's your special day! You shouldn't be the one worrying about whether your vendors arrive on time or things are set up correctly. Let Robyn Diane Events coordinate all your wedding day details for you!

Our Worry Free Wedding Day of Coordination Package includes:

## *Prior to your wedding day*

- Unlimited client meetings via email, phone, and text
- At least two in person meetings: I prefer to do one early meeting at the venue and one just prior to your wedding to gather any materials for set up such as guest book, décor, etc.
- Manage all wedding details with the venue
- Management of all contracted vendors including, but not limited to: catering, bartender, wait staff, florist, DJ, photographer, officiant, bakery, rentals, etc.
- Wedding day timeline creation & management; I will also distribute the timeline to all vendors, which will include their arrival, set up, and clean up times
- Design and décor consultation prior to wedding

## *On your wedding day*

- Complete wedding day management up to 12 hours
- Set up and take down management
- Greet all vendors on the day of and be their point of contact
- Distribute bouquets and boutonnieres to bridal party, attendants, and family members
- Ceremony coordination: I will help put together your processional and standing order
- Assist with bridal party and family for photographs
- Help direct guests for seating at ceremony and reception
- Work closely with the DJ to prepare you, your wedding party, and/or family for speeches and special dances
- Distribute final payments and gratuities to vendors
- Arrange for all of your personal items to be packed up and given to you or a designated person; this includes gifts, guest book, décor, etc.
- Access to my wedding emergency kit, which includes bobby pins, safety pins, tape, scissors, floral tape, ribbon, and much, much more!

Please note the pre-wedding coordination should start at least one month prior to your wedding day. This allows ample time to coordinate with you, your vendors, and your venue.

In order to book your wedding date, we request a 50% deposit along with a digital signed contract through HelloSign. The remaining 50% can be paid on or before your wedding day. We also offer several payment options including PayPal, Square, Venmo, Cash, or Check. If you'd like to pay an alternate method, please let us know and we'll do our best to accommodate your request.

## *About Robyn Diane*

Robyn has over 10 years of event planning experience. She founded Robyn Diane Events in 2014 with the goal of creating amazing events for her clients. Your wedding is one of the most important days of your life. It should be a day that you and your fiancé get to enjoy without worrying about the details. Robyn's approach to weddings is one of organization, collaboration, and fun.