



# READY OR KNOT

WEDDING & EVENT PLANNING

## **Scope of Work Agreement for Month-of Coordination Service**

### *Unlimited email and phone support: Ongoing*

- Emails will be responded to within 2 business days
- Phone calls will be accepted during regular office hours (Tuesday – Saturday 9:00am-9:00pm)

### *Vendor Confirmation: 2-4 weeks prior to the wedding*

- Initial email introducing the Coordinator to the Vendor
- Email confirming arrival time, set-up time, onsite requirements, additional questions
- Email providing vendor with production schedule/ceremony schedule/reception timeline

### *Production Schedule & Timeline: 2-4 weeks prior to the wedding*

- Development of comprehensive production schedule (distributed to Vendors, partners, suppliers)
- Development of Wedding Day timeline (distributed to Bridal Party, Family, Bride & Groom)
- Development of Ceremony timeline (distributed to musicians, officiant, internal staff, etc)
- Development of Cocktail/Reception timeline (distributed to venue, banquet captain, MC, musicians, speeches, internal staff)

### *Pre-Wedding Meetings: 1-8 weeks prior to the wedding*

- Preliminary planning meeting approximately 4 weeks prior to the wedding day (2 hours)
- Compose preliminary wedding day timeline
- Begin compiling vendor contracts (deadline to email is 2 weeks prior to your wedding)
  - Review & Logistics meeting approximately 2 weeks prior to the wedding day (1 ½ hours)
- Review wedding day timeline
- Discuss any pressing issues, concern
- Discuss day-of expectations and responsibilities
- Review of Planning Book
- Receive any items that need to be set-up onsite\*
  - \* Items we will set-up onsite include place-cards, menus, table #'s, signs/additional stationery, guest book, gift/card box, wedding favors.
- Run through wedding day timeline; provide copies for wedding party/family

### *Rehearsal Coordination: 1-3 days prior to the wedding*

- Arrival 30 minutes prior to rehearsal is scheduled to begin
- Introductions to family, friends, wedding party, VIPs
- If officiant is present, assist with the coordination of the rehearsal
- If officiant is not present, run the rehearsal

### *Pre-ceremony events: Wedding Day*

- Facilitate arrival and set up of hair stylists and make-up artists
- Organize the bridal party and ensure each member is ready when her turn comes
- Coordinate deliveries, or fetch food or snacks as required
- Ensure bride and bridal party have their shoes, accessories, and dresses
- Coordinate flower bouquet and boutonniere delivery
- Coordinate photographer arrival, set up and go over must-shoot photo list
- Confirm transportation arrival time
- Assist Bride with her gown
- Communicate with contact at Groom's location to ensure on-time departure
- Assist with pinning boutonnieres
- Communicate with transportation while wedding party is on route
- Maintain Wedding Day Emergency Kit which includes hundreds of items that may be needed in case of emergency, to touch up hair or make up, etc.

- Safely transport any items on behalf of wedding party between locations
- Act as main contact for all vendors in case of last-minute questions or change of plans; update timeline as needed
- Visit ceremony venue to ensure all pew markers, flowers, candles and décor pieces are in place.

#### *Ceremony Coordination: Wedding Day*

- Coordinate arrival and set up of musicians and marriage commissioner
- Set up programs, guest book, bubbles, etc.
- Instruct ushers on their duties and guide them to their posts
- Ensure bride and groom arrival and act as communication between parties
- Line up both sets of parties for their entrances
- Cue music and bridal party entrance
- Handle late guests to ensure ceremony is not interrupted
- Gather friends and family after ceremony for photos, if desired
- Gather paperwork and items (guest book, marriage license, etc.) for safekeeping
- Transport necessary decor and items to Reception venue

#### *Photography Coordination: Wedding Day*

- Ensure wedding party, family and photographer have water and drinks as needed
- Call out names and arrange members for photos
- Ensure all photos on "must-shoot" list are acquired
- Coordinate transportation between locations and maintain contact

#### *Reception Coordination: Wedding Day*

- Prior to guest arrival, Fallon will ensure the reception venue is presentable, all decor, table numbers, seating chart, guest book, card box, candles, etc. are all set up as discussed
- Check washrooms to ensure they are clean and stocked
- Discuss and confirm food timeline with catering staff
- Ensure flowers have arrived as ordered and are in place
- Ensure vendors have arrived and direct them to a safe-keeping area for their belongings, as well as instruct them as to where they are to sit for their meals
- Handle any last-minute details that may come up

- Ensure MC knows proper order of names for entrance
- Help guests find their seats
- Ensure guests are seated in a timely manner
- Cue MC and wedding party for entrances
- Ensure band, photographer and videographer are aware of when key events will take place, with notice before they begin (first dance, cake cutting, etc.)
- Prevent any issues that may arise during the event
- Periodically ensure washrooms are still clean and stocked
- Handle any issues or complaints about food
- Disperse vendor gratuities, if desired
- Ensure safe keeping and delivery of gifts and cards
- Ensure favour table or candy bar is regularly stocked
- Coordinate transportation from reception
- Ensure band/DJ has proper song list for special dances

Ready or Knot Wedding & Event Planning will not be responsible for the following:

- Signing vendor contracts on behalf of the client.
- Financing vendor contracts or client expenses.
- Direct handling or serving of any food products.
- Picking up or returning any rental products.
- Tear down and clean up of event space.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_