



READY OR KNOT

WEDDING & EVENT PLANNING

Scope of Work Agreement for Day-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)

Day of Coordination Workbook: Distributed to clients 3 months prior to the wedding

Review & Logistics Meeting: 2-4 weeks prior to the wedding (2 hours)

- Review of Day of Coordination Workbook
- Provide recommendations to improve comprehensive production schedule
- Review and collect important numbers and vendor contracts from clients
- Review and collect floor plans and décor plans from client
- Review and collect photo list from client
- Review and collect any seating plans, venue directions, etc. from clients.
- Discuss any pressing issues or concerns about the wedding day
- Discuss day of expectations and responsibilities

Rehearsal Coordination: 1-3 days prior to the wedding

- Arrival 30 minutes prior to when 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 (if assistant is present): 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.
- Clearing, rinsing or washing dishes.
- Tear down and clean-up of event space.

Printed Name: _____

Signature: _____

Date: _____

