

Events by Jess

Wedding Planning | Event Design | Coordination



Wedding Coordinator

\$1200 - 12 Hours of Coordination on your Wedding Day

Events by Jess is a wedding planning, event design and coordination company based in Minneapolis + Saint Paul, MN. I am here to create unforgettable moments for couples in which they can remember forever. My goal is to turn your dream into a reality.

www.eventsbyjessmn.com | hello@eventsbyjessmn.com

Wedding Coordinator Package

- ❖ Complimentary Consultation

- ❖ 12 hours of service on your wedding day with two coordinators

(one lead planner & one assistant)

- ❖ Available to you two months before your wedding to answer any questions.

- ❖ One in person planning meeting to discuss details, review vendors, and discuss day of timeline.

- ❖ Manage wedding vendors per your instructions and will connect with all vendors 2 weeks before the wedding.

- ❖ will be available by telephone during the entire wedding day to assist vendors with any problems or questions

- ❖ Will set up décor, table numbers, place cards, favors, toasting glasses and serving set per your instructions

- ❖ Organize and distribute all personal flowers to wedding party & family members and will help pin boutonnieres.

- ❖ Will help run your rehearsal

- ❖ Manage wedding party

- ❖ Facilitate the wedding ceremony on the day of the wedding and will cue processional and music

- ❖ Will coordinate entertainment and announcements during reception

- ❖ Work with Caterer and Venue to confirm food timing and logistics

- ❖ Coordination of the Grand March, Welcome, Toasts/Speeches, first dances, cake cutting, bouquet/garter toss, etc.

- ❖ Distribution of gratuities to vendors

** If you don't need 12 hours of service on your wedding day ask about customizing a package **