



## Day-of-Coordination Package

*Two face-to-face meetings, as well as unlimited communication via phone or email*

*Review your photography list for your photographer. Along with your photographer's ideas, your must-have photos and if requested, I will also give my ideas for some fun and candid shots.*

*Assistance in creation of detailed ceremony, reception and vendor timeline*

*Walk-through of ceremony location and reception venue one week prior*

*One week as well as 72 hours prior to event, we will call all vendors to confirm arrival times, details, and any other last minute changes, if any are allowable at that time.*

*Attend and assist in your rehearsal and help with any traditional and modern etiquette questions you may have*

*Contact venue and any relevant officiant to coordinate rehearsal and confirm ceremony details*

*One coordinator (depending on size of wedding, assistants may be needed at an additional charge). If an additional bid is requested by a potential client, the bid will include a detailed list of their custom package services. Any time and/or additional assistants are needed or a change in pricing an email will be sent for approval before being added or invoiced*

*Set-up of all wedding elements that are not done by specific vendors such as escort table, guest book, cake table, favors, gift table, etc.*

*Oversee and assist in tear down and will deliver payments and tips to vendors if needed (Two hours prior to wedding and two hours after are included. If any more hours will be needed, we will seek prior approval via email.*

*Ensure gifts and décor are collected and given to designated party if needed*

*This is a list of services that are included in our day-of-coordination package, but all our events are custom built and can exclude any of the items on the list as well as added to fit the needs of our customers. If a bid is requested by a potential client, the bid will include a detailed list of their custom package services.*

*We pride ourselves in creating one-of-a-kind events that are tailor made for each individual client. No matter what the event, we vow to offer a memorable event within your budget.*

*We look forward to being a part of your special day!*

*Jaimee Swindall*

*Principal*

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