

# Day of Coordination

- Complimentary Consultation
- Up to 12 hours of service on your wedding day
- Unlimited phone + email communication from time of booking
- 2 planning meetings beginning 3 months prior to wedding day
- 1 in-person planning meeting to review final details (2 weeks prior)
- Will help to create/review wedding timeline
- Manage wedding vendors and communication with vendors on day of (will connect with them 1 week prior)
- Wedding day timeline, managing timeline on wedding day
- Vendor confirmation and details email (1-2 weeks prior)
- Assist with running rehearsal\*
- Organization of wedding party on wedding day, arranging bridal party, cuing music, speeches, grand march, flower arrangements, etc..
- Greet/direct guests as needed
- Greet/direct vendors and help with any last minute logistics
- Secure cards/gifts in vehicle or location
- Oversee late night snacks
- Monitor end of night transportation
- Set up and tear down of all decor items for ceremony, reception, and any necessary items for bridal suite, etc.
- Distribute gratuity checks to vendors
- All offerings are included, but not limited to.

## \*Additional Add-Ons:

- Rehearsal on-site coordination
- Additional meetings/ hours on-site

\*\* Travel fees will incur for weddings more than 60 miles outside of my home office. Hotel fees incur for weddings more than 100 miles outside of home office.

Investment begins at \$1,600