

# Wedding Day Management

(AKA “Day Of Coordinator”)

*On-site coordination and management services for the couple who already has mailed their invitations, booked all their vendors, and planned their wedding day, BUT needs a coordinator to manage all the details of the day. In order to give a worry-free wedding, this service starts at least two months before.*

- Unlimited texts/calls during the 2-month period prior to the event
- A Minimum of two face-to-face or virtual meetings with Client
  - 1<sup>st</sup> Meeting Agenda--Review of all vendor contracts signed & executed by the Client.
  - 2<sup>nd</sup> Meeting Agenda—Final detail meeting with client, at venue if available
- Manage Budget Tracker
  - Update all payments made to all vendors
  - Payment reminders 6-10 days in advance of due date
- Vendor Coordination—Contact service providers for arrival and end times, including breakdown and clean-up times
- Venue final walk-through coordination & attendance
- Final Floor Plan(s) created for Ceremony & Reception
- Create a Client-approved, minute-by-minute Final Timeline/Itinerary distributed to vendors, wedding party, and venue staff 1-week prior to wedding.
- Copies of Final Itinerary & Processional Order to wedding party and family on the wedding day
- Communicate, manage, and oversee catering &/or venue staff regarding set up and compliance to floor plan(s)
- Orchestrate the wedding rehearsal with wedding party and family & assist Officiant as needed
- Manage the vendors providing venue and ceremony set-up
- Manage the vendors providing venue breakdown and clean-up
- Direct ushers with seating and program distribution

- Assist with set up of seating charts/cards, menu cards, table numbers, favors, guest book, centerpieces
- Coordinate with all vendors during the event creating a flawless flow of events during the celebration
- 10 hours of Onsite Coordination and management (additional hours available)
- Coordination Assistant for weddings (mandatory for weddings of 100 guests or more-\$50.00/hour)
- Calming Nerves—an “emergency kit” to give you and your wedding party a stress-free, beautiful day!

*Service ranges from \$1400.00 to \$1800.00 and is based on number of guests, location, and overall wedding budget. Additional services may be added from the À La Carte Service Menu.*