

Wedding Coordinator Services

The following items listed are the services that are included in the Day of Coordinator packet. The services provided are for a 10 hr block on the day of event. (unless otherwise discussed) With unlimited phone and email communication with client. Total Price for service is \$800.00.

- Create customized floor plan and setup notes based on event style and needs
- Assist with gathering all details to create Wedding Ceremony & Reception template – bridal party processional notes, special songs or traditions, etc....
- Create timeline of events for vendors, bridal party, ceremony and reception flow – be sure your scheduled event meets your rental agreement with venue and catering service
- Provide ceremony program templates and assists with creating the order of ceremony, processional details and reserved pew seating
- Provide signage if needed
- One week prior to event, call and confirm Outside Providers arrival times and setup details
- Coordinate and direct rehearsal(some restriction may apply) and ceremony (attend final walk through at venue)
- Provide Onsite Bridal Emergency Kit
- Pick up flowers if needed (some restrictions may apply)
- Manage all event setup and breakdown
- Will make inventory list of all items brought in by bride, to insure they are all picked up at end of night
- Insure all décor is as indicated by bride. (i.e. centerpieces, wall décor, party favors)
- Check in and out of all Outside Providers
- If there is any outstanding balances or tips that bride/groom want to distribute, coordinator will ensure all parties receive envelopes
- Execute event timeline and production details
- Assist with pinning personal floral for bridal party and family
- Welcome all guest and assists with directing late arrivals into ceremony area
- Gather all ceremony attendees, bridal party and officiate for processional line up and assist with signaling everyone for ceremony
- Assist with releasing tables during dinner, if needed
- Gather wedding party and family members for post ceremony photos with photographer
- After photos and before grand entry, if needed will bustle wedding dress and coordinate pre reception drinks and appetizers with caterer for bride and groom (private time)
- Manage reception floor and behind the scene details during dinner and dancing



- During reception, will load wedding gifts and inventory items (if not being used) into pre designated vehicle
- Collect cake accessories/rentals and top layer of cake to load with gifts
- Confirm that all client belongings are safely packed and loaded in designated vehicle (i.e. bride and groom's departure vehicle or parents of bride or groom).
- Coordinate —To Go food for bride and groom departure vehicle
- Assist MC with coordinating all guests to exit once event concludes for departure farewell
- Follow up with client post event (one week) to ensure client received all belongings and proceed with closing of file

Additional services, outside of standard services listed above will be billed based on services requested and hours of consultation preformed. The hourly rate is \$75.00 per hour (i.e. event design—linen, floral, custom lighting, rental equipment, shuttle service, party favors, themed events) ~ custom service package * If travel outside of a 2 hour drive couple will provide accommodations and cover travel fees.

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