

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 at \$.50/ mile. Hotel fees incur for weddings more than 100 miles outside of home office.

Investment begins at \$1,400