



## Day-of Coordinator Package Starting at \$900

This package is for the couple that has planned every last detail of their special day and just needs help on the day of. We will expertly supervise each and every element of your ceremony and reception based on the details you provide us. We will meet 2 weeks prior to your event to review your vendors, schedule, and setup.

### Preparation

- One (1) in-person consultation meeting two (2) weeks prior to your event to discuss event details based on our completed Event Worksheet.

### Wedding Rehearsal

- Ceremony rehearsal coordination
- Organize wedding party for line-up and placement

### Wedding Day

- Full day wedding coordination: overall management of wedding ceremony and reception for up to eight (8) hours on wedding day with one wedding planner and **one assistant**
- Use of wedding day emergency kit

- Manage the timing of the event with wedding party, family members and vendors
- Final inspections on setup (as per instructions and session discussions)
- Greet guests and assist with seating arrangements as needed
- Coordinate with vendors on day of
- Cue ceremony
- On day of review reception activities and timing with band or MC/DJ and photographers/videographers
- On day of coordinate reception activities – grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payments and/or gratuities to vendors (paid by Client)
- Coordinate transport of gifts and personal items into designated car or hotel room
- Manage clean-up

Additional event assistant/coordinator(s) may be required for weddings with 150 or more guests, specific properties, multiple locations, or at events where there is shuttle transportation for your guests. All packages can be customized to meet your specific needs. Actual price is dependent upon additional staff needs, service requests, location, and number of guests.

Please call or email us for more information!