



Month-of Coordinator Package Starting at \$1,200

As your wedding day approaches, you MUST enjoy every memory of each day! We will expertly supervise each and every element of your ceremony and reception. We will meet one month prior to review your wedding details. On the day of your event, each event professional will be given a copy of the complete event timeline to make sure we are all working together to achieve ultimate success.

Preparation

- One (1) in-person consultation meeting
- Unlimited access via phone and email one (1) month before wedding day
- Detailed schedule for rehearsal, ceremony and reception, including vendor and wedding party timetable
- Receive all personal items for ceremony and reception (i.e. escort cards, guestbook, favors, etc.)

Vendor Selection and Coordination

- Vendor recommendations (caterer, florist, photographer, DJ, cake, invitations, etc.)
- Distribute wedding day timeline for vendors
- Contact vendors the week of the wedding to confirm previous discussions and verify all final details
- Relay final head count to appropriate parties

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
- Distribute flowers to wedding party and family
- Place table centerpieces and decor
- Setup and prep favor tables
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc. (as per instructions and session discussions)
- Greet guests and assist with seating arrangements as needed
- Attend to guests needing special assistance
- Coordinate with musicians on ceremony song selections
- Cue ceremony
- Review reception activities and timing with band or MC/DJ and photographers/videographers
- 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!

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