



Day of Wedding Coordination

Services commence one to three months prior to wedding

- Unlimited E-mail and phone communication
- Conference with Bride and Groom to discuss the following:
 - Priorities of the Bride and Groom on the Wedding Day
 - Ceremony preferences and design processional and recessional order
 - Determine music and vocal cues for ceremony
 - Reception Layout
 - Vendors and vendor duties
 - Design and décor details for ceremony and reception
 - Etiquette
- Walk-through of Wedding Site with Caterer and/or bride (up to 2 hours)
- Follow-Up Calls (one week prior to wedding)
 - Confirm timing of events with all vendors
 - Verify that vendors have directions
 - Act as a liaison with any open issues for the bride and groom with vendors
- Direct Ceremony Rehearsal (up to 1 ½ hours)
- Wedding Day Coordination (up to 10 hours)
 - Greet and direct vendors as they arrive
 - Distribute final payments/gratuities to vendors
 - Provide an assistant (up to 8 hours)
 - Oversee ceremony and reception set-up
 - Final placement of décor/accessories, i.e. candles, favors, place cards etc.
 - Gather family and wedding party for photos and distribution of personal flowers
 - Direct ceremony
 - Coordinate first dance, cake cutting, garter/bouquet toss
 - Follow the timeline
 - Collect gifts and personals upon the conclusion of celebration
 - Maintain a stress free day