

“Day-Of” Coordinating

Price: \$500

8-0 weeks in Advance!

- Meet with you to review all details and logistics planned for your big day, up to two 1-hour, in person meetings.
- Provide etiquette advice
- Construct a timeline for the rehearsal and wedding day
- Contact all vendors to coordinate drop off, setup and pick up
- Unlimited emails/phone calls/texts

Rehearsal

- Work with officiant and bridal party to choreograph wedding ceremony processional and recessional

Pre-Ceremony

- Receive all vendors and confirm that the room and decor is set up to your plan
- Coordinate pre-wedding meals and drinks
- Arrange escort cards, set up table numbers
- Place menu cards and favors on individual settings
- Direct ceremony musicians on where to set up
- Handle any emergencies that may arise
- Distribute bouquets, boutonnieres and corsages.
- Finalize timeline with photographer and videographer
- Alert ushers as to when to begin escorting guests to their seats
- Line up family members and wedding party for processional
- Cue ceremony musicians to begin processional

Reception

- Ensure proper flow of cocktail hour into dinner
- Locate wedding party and line them up for introductions
- Ensures that emcee can correctly pronounce all names
- Cue band/dj, photographer and videographer for important events such as first dance, cake cutting, etc.
- Coordinate formal send-off of bride and groom
- Deliver payment/tips to all vendors if not prepaid
- Collect gifts/cards and ensure they reach designated family member or friend at the end of the night.