



DAY-OF WEDDING COORDINATION

AFTER AN INITIAL CONSULTATION, WE WILL HAVE TWO PRE-EVENT PLANNING MEETINGS TOGETHER, A VENUE VISIT, AND THE CEREMONY REHEARSAL. I WILL BE AVAILABLE VIA PHONE AND EMAIL FOR ANY QUESTIONS OR ISSUES THAT ARISE BEGINNING ON THE DATE OF BOOKING.

6 WEEKS BEFORE THE WEDDING

- 1ST PRE-EVENT PLANNING MEETING TO DISCUSS AND BUILD TIMELINE
- COLLECT AND READ OVER ALL VENDOR CONTRACTS
- CONTACT ALL VENDORS AS THE WEDDING COORDINATOR
- COUNTY MARRIAGE LICENSE INFORMATION REMINDER
- VENUE VISIT TO PLAN THE FLOW OF THE DAY

2 WEEKS BEFORE THE WEDDING

- 2ND PRE-EVENT PLANNING MEETING TO FINALIZE TIMELINE
- CONFIRM ALL VENDORS AND SEND FINALIZED TIMELINE
- CONTACT WEDDING PARTY AND FAMILY AS THE WEDDING COORDINATOR AND SHARE THE TIMELINE
- FINALIZE THE DECOR LIST - WHAT TO KEEP/TOSS

THE NIGHT BEFORE THE WEDDING

- RUN THE CEREMONY REHEARSAL AT THE LOCATION OF YOUR CHOICE, WITH/WITHOUT DJ/OFFICIANT
- COLLECT THE DECOR FOR THE NEXT DAY

THE DAY OF THE WEDDING

- OVERSEE VENDOR ARRIVAL AND TROUBLESHOOT ANY LATENESS
- EMERGENCY KIT ON HAND FOR WEDDING DAY IN BRIDAL SUITE
- RUN INTERFERENCE FOR ANY CHANGES THAT COME UP - ACT AS THE POINT-PERSON FOR ALL VENDORS
- SET-UP OF WEDDING ITEMS- ESCORT CARDS, PLACING MENUS AND FAMILY PHOTOS
- CUE CEREMONY MUSICIANS, WEDDING PARTY AND FAMILY FOR PROCESSIONAL
- WORK WITH CATERING AND DJ AT THE RECEPTION TO ENSURE THE TIMELINE IS FOLLOWED
- CUE FAMILY MEMBERS AND BRIDAL PARTY FOR ALL SPEECHES AND DANCES
- ASSIST GUESTS WITH FLOW OF THE EVENT, WHERE TO GO AND WHEN
- DISTRIBUTE ALL VENDOR GRATUITIES AND ANY FINAL BALANCE PAYMENTS

AFTER THE WEDDING

- AT THE END OF THE NIGHT, TAKE DOWN AND GATHER DECOR
- CONFIRM GIFTS AND SPECIAL DÉCOR ARE HANDED OVER TO A DELEGATED PERSON

UPON BOOKING

- DEPOSIT DUE ON SIGNING CONTRACT, REMAINING BALANCE DUE 1 MONTH OUT.
- GOOGLE DRIVE WEDDING DOCUMENTS EMAILED UPON SIGNING CONTRACT
 - CEREMONY REHEARSAL PLANNER DOCUMENT
 - ALL-IN-ONE WEDDING PLANNER SPREADSHEET