



889 Grand Ave #201 St. Paul, MN 55105 * 651.245.8536 * events@jessicawonders.com

Day of Coordination

Sure you can plan all of the details of your wedding ahead of time. No problem! On your wedding day you will be busy GETTING MARRIED, and there are a lot of moving parts. That is where we come in. To make sure all of the pretty little details you worked so hard planning for run smoothly. So that you can enjoy your day worry-free.

The following list is to provide you with an idea of what items you can expect us to assist you with when booking a Day of Coordination package with us. This list does not represent all of the possible scenarios, and there may be other duties assigned per your specific event needs.

What can you expect when working with Jessica Wonders, LLC once you have booked a Day of Coordination package?

From the time you book with Jessica Wonders to the day of your wedding:

FREE Honeymoon Travel Planning Through Simply Travel MN for all JW Couples.

Discounts: Preferred Vendor List As a Jessica Wonders client you will receive access to our Preferred Vendors list, some vendors listed may offer a discount.

FREE Prior planning We will work with you and your vendors prior to the event day to ensure all details are accounted for on the following topics:

- ❖ *Vendors-Tracking* We will keep track of all vendor contact information. Including: contracts, orders, load in time, set up logistics, and load out details. To ensure things run smoothly with any and all vendors on the day of your event.
- ❖ *Timeline & To-Do List* We will work with you, your venue, and vendors to establish a timeline that is practical, and we will follow through on the day of the event to ensure this timeline is followed. Assist the client in planning the to-do list for the day.
- ❖ *Traditions* Assist the client with resources and planning of wedding traditions

Month of Coordination:

- ❖ *Floor Plan* Working with you, your venue and vendors to ensure a floor plan is established and we will follow through on the day of the event to ensure the space is set up as planned.
- ❖ *Final walk through* We can also attend the final walk through/planning meeting with the venue, per your request.
- ❖ *Order of Ceremony & Processional* We can assist with the planning of your order of ceremony, and processional order prior to your wedding day.

Week of Coordination:

- ❖ *Rehearsal* If you need us to be present at the rehearsal, additional hourly charges may apply. *We cannot guarantee that we will be able to be present at a rehearsal unless otherwise discussed and scheduled well in advance.*
- ❖ *Vendors-Confirm* The week of your event we will contact all vendors by phone/email to confirm their arrival times and all other details that may pertain to them in regards to your big day! While also letting them know we are available to them, should they need anything.

Day of Coordination Included:

- ❖ *Decor Set Up* We will set up all client provided décor items. This may include but is not limited to: Guest Book, Programs, Table Numbers, and Escort Cards etc.
- ❖ *Ceremony* We will assist and/or run the ceremony, this includes lining up and cueing of the wedding party for the processional when walking down the aisle, and making certain the DJ or musician are aware of music changes and cues ahead of time. In addition, prior to the wedding day we will assist in the planning of the order of ceremony, as well as the wedding processional order.
- ❖ *Room Flip* Following the ceremony we can assist with taking down any ceremony décor and changing the room layout, including set up of items needed for the reception. Depending on how involved the room flip is, venue staff may need to assist or other plans may need to be made in advance for the room flip to happen in a timely manner.
- ❖ *Reception* Coordination of all important events included but not limited to: Grand March, First Dance, Toasts, and Cake Cutting etc. We will work with the venue and catering to ensure the timeline is followed. Also, at the start of the reception, we will watch over the gifts, and lock them up in a room in the venue if possible.
- ❖ *Load Out* If you choose to have our hours go into the night, we will take down décor and gather it all for the person whom you have assigned responsible for taking it at the end of the night. *We will not be responsible for taking any of your belongings or rental items out of the venue at the end of the night.*

#1 Hourly \$110.00 & up per hour

- ✓ Choice of 1 or 2 event coordinators, hourly rate, 5 hour minimum applies
- ✓ 1 event coordinator at **\$110.00 per hour**
- ✓ 2 event coordinators at **\$130.00 per hour**
- ✓ **Depending on what needs to be done Jessica Wonders, LLC may require you book 2 coordinators.

#2 Simple and Sweet \$795.00

- ✓ Suggested for up to 100 Guests, includes 1 event coordinator for 8 hours

#3 Modern day affair \$995.00

- ✓ Suggested for up to 275 Guests, includes 2 event coordinators for 8 hours

#4 let's have a ball \$1,195.00

- ✓ Suggested for 300+ Guests, includes 3 event coordinators for 8 hours

Add on hours for packages 2,3,4 Price per hour depends on package chosen, you can add on hours to any of the above packages.

Prices subject to change, additional fees may apply. Travel charges may apply. Destination weddings may incur additional fees. For groups over 500 guest's additional hourly charge may apply. We are not a transportation or delivery service.