



Wedding Coordination Services

First, Congratulations!!! Strange Events is very excited to work with you on the biggest day of your life! We are here to help you create the wedding day of your dreams, and allow you to relax and enjoy the day with friends and family!

What is a Wedding Coordinator?

A wedding coordinator is tasked with a leadership and organization role over all wedding vendors, details and wedding-day tasks. The coordinator maintains contact with all vendors during the planning period and acts as a liaison between the couple and the various wedding participants. The planner may also offer consultative advice and help with the budget.

What makes Strange Events different?

All weddings have the same pieces; the couple, the kiss, cake, dances, etc. But what I want to help you add to your day is a personal touch, something that shows your guests who you are as a couple. I can be as large of a role in your wedding or as small as you need. Some couples need me for just the day of to help get everything in place and make sure the day flows the way it should. Others need me for the entire process.

Description of Services

Day of Wedding Coordinator:

- Visit to both ceremony and reception sites prior to wedding (when possible)
- Assist in development of a detailed wedding timeline
- Assist in creating a floor plan (if needed)
- Telephone calls and/or emails to all contracted vendors 1 week before wedding day. Confirm arrival times and what is being supplied- along with introducing myself and phone number for contact
- Wedding Rehearsal Supervision and Coordination (2 hours)
- Assist with final setup details (centerpieces on tables, flowers out at ceremony site, etc)
- On-site coordination and supervision at the ceremony site and during the reception on the day of your wedding (8 hours).

On the day of your wedding Strange Events is here to ensure that everything runs as smoothly as possible. Solving last minute issues and making sure your guests are all having a great time!

Conditions

Set-up, Break-down and clean-up are not included in Strange Events coordination services. Strange Events does offer Event Staff services, if you wish to contract those as well.

Strange Events Coordinators do not include in their services: running any wedding related errands such as picking up or delivering attire, supplies or equipment, documents, etc. For insurance purposes, Strange Events coordinators will not climb ladders, hang lights, move tables or chairs or carry heavy furniture.

Strange Events Coordinators will be that of advisor and coordinator. You (the client) will make the actual selections of service providers and we will implement those selections.

Payments should be made directly to the service providers/vendors and not to Strange Events for other vendors.

It is the clients responsibility to provide Strange Events with contact names, telephone numbers, emails and any scheduled timetables for all service providers involved in the wedding ceremony/reception no later than 14 days prior to the wedding.

It is the clients responsibility to notify Strange Events of any changes in a timely manner. Strange Events is not liable for any changes made by you or your selected service providers.

Strange Events Coordinators will use their professional judgment when taking action in regard to changes, weather, tardiness, non-performance, etc. based on the situation, time limitations and/or your wishes.

In the event a venue coordinator is on site Strange Events Coordinators will work with you and the coordinator as needed.

* *If Ceremony and Reception are in different locations OR event is greater than 150 guests: an Assistant will be required for additional fee of \$500* *

Strange Events is a fully insured company with 2 million coverage for general liability along with 2 million coverage for liquor liability. Strange Events does recommends affordable, one-day Event Insurance for all and any events (your venue likely requires this.) Best protection you can get, just in case something happens!

Pricing

\$2000.00 Half due at signing of contract and remaining balance 30 days prior to event.

Schedule a Meeting!

I recommend scheduling a face to face consultation to begin our journey together! It is a great way to start brainstorming ideas and to talk about your plans for the big event. This face to face consultation allows us to connect personally so I have a better understanding of you, and you have an idea of how I can make your dreams a reality.