



## **Day-Of Coordinator Services \$700 all inclusive**

As a Day-Of Coordinator my services actually start as soon as I am hired. I am here to make your life less stressful. I will give vendor recommendations, brainstorm with you, and give you any other feedback you need. Your service would also include the following:

- Initial meeting- here's where we get to know each other and discuss your concept
- One venue meeting (if possible)
- Two organizational meetings- to discuss logistics, vendor info, schedule, flow
- Vendor recommendations (if needed)
- Unlimited phone calls, emails, texts
- Itinerary- created to be distributed to vendors, bridal party, etc.
- Vendor management – touch base with all vendors before wedding and make sure they have the correct information (if needed)
- Rehearsal management- coordinate and run rehearsal
- Ceremony and Reception Site set up- ensure the site is set up according to previously determined plans, and the staff is ready
- Photo Assistance- assist with day of photos as needed (tying ties, straightening hems and accessories, etc.)
- Cueing- cue music for pre-ceremony, ceremony, cocktail hour, and reception
- Wrangling- line up wedding party in correct order and direct down aisle
- Decor Misc.- set out additional decor items (guestbook, favors, place cards, etc.)
- Photographer Wrangling- notify photographer before starting any key moments (first dance, cake cutting, etc.)
- Distribute gratuities and/or final payments to vendors on your behalf
- Assist wedding party with any questions or concerns
- Ensure end of event arrangements are made for items such as gifts or guest book.
- Emergency Kit- I will bring a kit stocked for every wedding party emergency.
- Anything else that will make your special day more fun and less stressful!

In most cases I am able to accommodate special requests without additional charges; however in some cases I may request a travel stipend. For larger events I may require an assistant for an additional \$75 per day.