

Greetings,

You are planning the party of your life and AskSnow wants to *Turn your DREAM into a Reality*... There's no need to worry about who is going to set up your ceremony/reception items and make sure everything is ready before guest arrival. AskSnow will work behind the scenes to resolve issues and to make sure no details are missed. We oversee vendors and assist with set-up while ensuring everything is the way you envisioned it. You will be able to relax and have a fun stress-free day! It has been an honor to receive referrals from family and friends whom have booked me for multiple weddings and events for over 15 years.

**FINAL PLANNING/DAY-OF COORDINATION: \$900**  
**DISCOUNT: ~~-\$250~~**  
**TOTAL: \$750**

### **Description of Services**

As Wedding Day Coordinator your duties include:

- Initial consult via phone, skype or in-person, Details/Logistics meeting, and Final drop-off of items meeting. (Extra hours may be purchased at \$50 per hour if you feel you need more meetings or services added.)
- Serving as the main point of contact for venue coordinators, guests and vendors.
- Wedding Rehearsal Supervision ([2] hours maximum)
- On-site coordination and supervision at the ceremony site and during the reception for up to [8] hours on the day of your wedding
- Visiting both ceremony and reception sites prior to wedding
- Development of a detailed wedding timeline for contracted vendors and bridal party
- Follow up telephone calls to all contracted vendors 1 – 2 weeks before wedding day to confirm date, location and time of arrival as well as expected services offered
- Meeting with bride once a week via email or phone to get updates and action items until wedding day
- Running errands such as picking up supplies (money for errands provided by client prior to errand)
- Assigning tasks to ushers (greeting guests, provide each guest with a program and bobbles, walk the grandmothers down the aisle)
- Arriving at the ceremony and reception locations at least forty-five (45) minutes before the scheduled start of each event (or otherwise as the Bride instructs) to assist Bride and others with any remaining issues and/or errands
- Setting up table numbers/names, place cards, favors, gift table, set per my (or on site coordinator) instructions
- Ensuring the vendors are paid the day of before their services are rendered
- Ensuring vendors have any items they need prior to event starting
- Arranging items for photographer to shoot (dress, shoes, rings, etc.)
- Helping bride and bridesmaids get ready.
- Ensuring that guests understand what to do and where to go
- Ensuring all vendors arrive on time and provide services bride agreed to

- Work with on-site coordinators as needed to ensure the day flows well and bride's vision is executed
- Ensuring reception coordinator has music for cocktail reception
- Managing wedding party
- Organizing & distributing all personal flowers to wedding party, family members & special guests

I've often hear couples say that they "don't need an outside planner" because their venue has a coordinator, and unfortunately, some couples find out they should have hired a Day of Coordinator after it's too late. They are left feeling disappointed with things that fell through the cracks. **The venue coordinator is there to manage the services being provided by the venue.** A good venue coordinator will assist you with items like table arrangements, place settings and linens and opening the building for vendor deliveries. They will NOT call your vendors to verify anything the week before the wedding, find you vendors that meet your budget, call your bakery with your final numbers, uncover any mistakes or help you to trouble-shoot issues with vendors. The venue coordinators are great but typically will leave after dinner service we stay until the end of your reception program. It's important to understand what they will and won't do for you, so you can be properly prepared.

If you have any questions, comments or concerns please feel free to give me a call at 708-228-9807. I look forward to meeting with you soon.

Sincerely,  
Sanovia Reynolds-Parks

AskSnow  
Owner

