



Services and Pricing

Wedding Coordination Package \$1249

We offer one package and cater it to your wedding. Our Wedding Coordination package is designed to relieve client stress while streamlining the wedding timeline. Unlike wedding planning and design services, Wedding Coordination is for the couple who will do most the planning themselves. This package is catered to the client, but often includes:

- 1 onsite Coordinator at the Ceremony Rehearsal (2 hours). Additional fee to run the rehearsal if officiant is unavailable, see Add Ons.
- 1 onsite Coordinator on the wedding day, including set up, ceremony, reception and breakdown (up to 12 hours).
- An additional onsite Assistant Coordinator for the ceremony, reception and breakdown. (up to 6 hours) (Additional fee when more staff are required for set up, see Add Ons)
- The initial in-person consultation meeting (up to 1.5 hours)
- In person consultation to review timeline with couple, approximately one week prior to wedding day, ideally onsite at the venue (up to 1.5 hours)
- In month prior to the wedding, confirmation with all vendors/venues and development of the wedding day timeline
- Confirmation of final details with vendors in the week of the wedding , provision of timeline to all vendors
- Use of Our Bridal Emergency Kit (\$350 value)
- Emergency Management (including use of our 16 clear umbrellas - \$100 value)
- Facilitation of wedding day timeline
- Ceremony and reception decor set up (Additional fee when more than one Coordinator is necessary for set up, see Add Ons)
- Getting ready location visit with detail set up
- Receive all vendors and provide site orientation
- Assistance with distribution of personal flowers
- Conduct final lighting, sound, temperature, final seating and table check inspection
- Serve as point person for all vendors/special guests—freeing the bride from this role
- Coordination of ceremony procession including communication with musicians
- Assistance to photographer in timely after ceremony pictures and completion of shot list
- Tear down of ceremony
- Cue band, photographer, and videographer for special moments
- Orchestrate cake cutting, including confirmation of cake pull, and picture choreography
- Cue toasts, alert catering staff to pour champagne just before the toasts
- Distribute final payments/gratuities to vendors
- Coordinate reception departure transportation
- Collection and delivery of all gifts and personal belongings to specified location



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Wedding Coordination Add On Items

In most cases the Wedding Coordination package covers our client's needs. However, we accommodate larger guest lists, destination venues, complex timelines, and lofty setups by making add on services available. If you have a need that is not listed, your Coordinator can customize services to meet your specific needs.

Common Add On's Include:

- Additional Coordinator or Assistant Coordinator hours (\$30 per hour)
- Coordination of the ceremony rehearsal WITHOUT officiant (\$60) (coordination of the processional and recessional is included when the officiant is available...we charge for this because it's a two person job ;))
- Help with Crafting and DIY Décor (\$30 per hour)
- Review RSVPs and contact stragglers (\$30 per hour)
- Completion of DIY projects (\$30 per hour)
- Destination wedding (Hotel + Airfare + \$400 per Coordinator per working day)