Wedding Coordination Pricing Options

A. Day of Coordination - $2,500.00

Planning Services Provided:

- Unlimited phone calls and emails
- Provide list of vendors to include Photographer, Videographer, Hair & Make-Up and Bands if needed
- Client is responsible for booking all vendors
- Prepare floor plan for client to take to florist (if needed)
- Attend tasting with client (if not already done)
- Provide hotel and transportation suggestions (if needed)
- Prepare ceremony outline to include procession, recession and ceremony songs
- Prepare time-line and miscellaneous details for wedding day, ceremony, and reception

Day of Wedding Services:

All of the preparation and hard work has led up to this wonderful day! Now sit back, relax, and make sure to eat, as we take charge and make your dreams come true!

- Your coordinator will run your wedding rehearsal the night before the wedding at a chosen location
- Your wedding coordinator will provide onsite coordination and management of entire wedding day from one to two hours before the bride is dressed to the end of the reception.
- Manage all hired vendors the day of the wedding to ensure on time arrivals and departures from the venue
- Create and distribute client approved detailed timeline to all vendors 2 weeks before wedding date.
- Create and distribute a hair and makeup schedule for the entire bridal party
- Assist with/Create photography schedule
- Communicate with the band or DJ on song requests including first dance, father/daughter dance, mother/son dance, religious dances and any traditions that will take place at the reception
- Manage banquet / venue staff regarding set ups and compliance of floor plans.
- Keep all schedules in play and on time
- Distribute bridal bouquets and pin boutonnières
- Gather all family and bridal party for photos
- Direct ushers with seating and program distribution
- Assist the bride while getting dressed and bustling the bride’s dress at appropriate time
- Gather the bridal party at the appropriate time, line them up for the processional, and oversee the entire processional and recessional
- Gather all of the bridesmaid’s bouquets after the ceremony and distribute them to the designated place, i.e. Cake table, Table centerpieces, sweetheart table, etc.
- Gather the bride and groom (and their parents if desired) towards the end of cocktail hour to have a private first glimpse of their room. ***This makes for a great picture***
- Coordinate and facilitate the bride and groom introductions with the band
- Constant communication with the band and the banquet staff regarding the schedule and timing.
- Every wedding includes our bridal emergency kit, which holds anything and everything to help with any unforeseen emergencies. The bridal kit also holds items to help with comfort and ease for the day.
B. Partial Wedding Planning - $3,500.00

Initial Consult:
We want to learn all about you and your fiancé; we want to hear “your story.” Our belief to a successful wedding is to make it as personable as possible. It is our goal to have a detailed meeting to discuss your wedding style and tastes, family involvement, budget management and most importantly, establish a relationship of comfort and trust.

Planning:
Our staff will coordinate the next stages of the planning process with you which will include:

- Distribution of your bridal planning timeline
- Continual budget guidance and advice on ways to maximize your budget
- Access to Sterling Events staff for professional advice and guidance with the ability to have consultation via email, phone, and in person meetings
- Help coordinate ceremony location
- Assist in selecting reception
- Assist with hotel blocks
- Assist with Save the Dates, review of Wedding Invitations & Programs, and hiring a calligrapher
- Your coordinator will assist you in choosing the right florist for your event
- Your coordinator will set up and attend all meetings with you and your Florist
- Your coordinator will provide any additional vendor referrals needed by the client including but not limited to: band, ceremony music, hair and makeup professionals, photographers, videographers, caterers, etc…
- Offer professional assistance in menu creation and selection
- Attend the tasting with you to ensure proper execution on the wedding day
- Provide client with information on all items needed for the ceremony, including information on marriage license and officiates
- Give guidance and direction in seating your guests according to your floor plan
- Walk you through the event schedule to allow you to understand the flow of the day
- Gather all information needed to create the wedding schedule personalized for your family

Design:
From the beginning of the process to the wedding day, your design and creative experience will reflect your personality and tastes. The design schedule will include:

- Establishing color combinations, theme, and design concepts
- Design meetings:
  The creativity flows and after many ideas, sketches, and tweaks, we present you with the first mood board of your event. We continue to make changes and “tweaks” until you are thrilled with the look we have designed for your event.
- Showings:
  We “show” you a mock up table with flowers, centerpieces, linens, china, a room drawing with a floor plan, and design details so that you have the opportunity to help truly visualize your magical day.

***The only rule at a showing is the client must be honest! If you don’t like it, please let us know***
• Custom design of menu cards, table numbers, napkin décor, escort cards, programs, and favor tags
  ***The design of the custom details are included in your coordination fee, the cost of these items will be priced out on a separate cost sheet***

Event Management:
Here is why you hired us; we can take away all the headaches of working with multiple vendors and people. We will:
• Make all arrangements, specifically ordering, delivery, set up, and pick up on any rental items
• Review proposals and terms of final contracts by all service providers
• Review and proof BEO (Banquet Event Order) provided by catering manager
• Create and distribute client approved detailed timeline to all vendors 2 weeks before wedding date.
• Create and distribute a hair and makeup schedule for the entire bridal party
• Assist with/Create photography schedule
• Communicate with musicians on ceremony song selections
• Communicate with the band or DJ on song requests including first dance, father/daughter dance, mother/son dance, religious dances and any traditions that will take place at the reception
• Manage all hired vendors the day of the wedding to ensure on time arrivals and departures from the venue
• Oversee all venders to ensure all of the venue’s rules and regulations are followed

And finally . . . . Day of Wedding Services:
All of the preparation and hard work has led up to this wonderful day! Now sit back, relax, and make sure to eat, as we take charge and make your dreams come true!
• Your coordinator will run your wedding rehearsal the night before the wedding at a chosen location
• Your wedding coordinator will provide onsite coordination and management of entire wedding day from one to two hours before the bride is dressed to the end of the reception.
• Every wedding includes one co-coordinator.
  *Coordinator’s hours not to exceed 12 hours.
  *Co-coordinator’s hours not to exceed 6 hours.
• Manage banquet / venue staff regarding set ups and compliance of floor plans.
• Keep all schedules in play and on time
• Distribute bridal bouquets and pin boutonnières
• Gather all family and bridal party for photos
• Direct ushers with seating and program distribution
• Handle final payments and gratuities to vendors
• Assist the bride while getting dressed and bustling the bride’s dress at appropriate time
• Collect and package gifts, ceremony items, toasting glasses, cake toppers, and any other personal items
• Gather the bridal party at the appropriate time, line them up for the processional, and oversee the entire processional and recessional
• Gather all of the bridesmaid’s bouquets after the ceremony and distribute them to the designated place, i.e. Cake table, Table centerpieces, sweetheart table, etc.
• Gather the bride and groom (and their parents if desired) towards the end of cocktail hour to have a private first glimpse of their room. ***This makes for a great picture***
• Coordinate and facilitate the bride and groom introductions with the band
• Constant communication with the band and the banquet staff regarding the schedule and timing.
• Every wedding includes our bridal emergency kit, which holds anything and everything to help with any unforeseen emergencies. The bridal kit also holds items to help with comfort and ease for the day.

C. Full Wedding Planning - $5,000.00

Initial Consult:
We want to learn all about you and your fiancé; we want to hear “your story.” Our belief to a successful wedding is to make it as personable as possible. It is our goal to have a detailed meeting to discuss your wedding style and tastes, family involvement, budget management and most importantly, establish a relationship of comfort and trust.

Planning:
Our staff will coordinate the next stages of the planning process with you which will include:
• Distribution of your bridal planning timeline
• Continual budget guidance and advice on ways to maximize your budget
• Access to Sterling Events staff for professional advice and guidance with the ability to have consultation via email, phone, and in person meetings
• Help coordinate ceremony location
• Assist in selecting reception
• Assist with hotel blocks
• Assist with Save the Dates, review of Wedding Invitations & Programs, and hiring a calligrapher
• Your coordinator will assist you in choosing the right florist for your event
• Your coordinator will set up and attend all meetings with you and your Florist
• Your coordinator will provide any additional vendor referrals needed by the client including but not limited to: band, ceremony music, hair and makeup professionals, photographers, videographers, caterers, etc…
• Offer professional assistance in menu creation and selection
• Attend the tasting with you to ensure proper execution on the wedding day
• Provide client with information on all items needed for the ceremony, including information on marriage license and officiates
• Give guidance and direction in seating your guests according to your floor plan
• Walk you through the event schedule to allow you to understand the flow of the day
• Gather all information needed to create the wedding schedule personalized for your family
• Help find location and coordinate all details of rehearsal dinner. A coordinator will arrive 2 hours prior to dinner, and will remain on site for the 1st hour of the event to ensure everything is in proper order

Design:
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• Design meetings:
The creativity flows and after many ideas, sketches, and tweaks, we present you with the first mood board of your event. We continue to make changes and “tweaks” until you are thrilled with the look we have designed for your event.

• Showings:
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• Assist the bride while getting dressed and bustling the bride’s dress at appropriate time
• Collect and package gifts, ceremony items, toasting glasses, cake toppers, and any other personal items
• Gather the bridal party at the appropriate time, line them up for the processional, and oversee the entire processional and recessional
• Gather all of the bridesmaid’s bouquets after the ceremony and distribute them to the designated place, i.e. Cake table, Table centerpieces, sweetheart table, etc.
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All other services will be billed at additional cost as agreed upon in writing by Sterling Events and you.