

We have the following services available for a full day coordination including creating a extensive timeline and vendor coordination.

- Complimentary initial consultation to explain coordination process up to two hours of face to face planning meetings, plus unlimited phone and email communication leading up to your wedding
- Complete walk-through of ceremony and reception sites 4-6 weeks prior to wedding date
- Thorough review of vendor details
- We will confirm all contract details and arrival times over the phone one week and one day prior to your wedding.
- 1 hour wedding rehearsal
- Both 1 planner and assistant for wedding day
- Ceremony and reception set-up and decorating
- Serve as point of contact for venue staff and all vendors
- Set up all ceremony items including programs, unity candles, aisle runners, etc.
- Set up all reception items including seating cards, place cards, gifts table and card box, wedding favors, etc.
- Ceremony and reception coordination
- Keep bridal party and vendors to your established time line.
- Distribute flowers, bouquets, and pin corsages and boutonnieres
- Assist guest and answer questions as needed
- Distribute remaining vendor balances and tips on bride and grooms behalf at the end of the night
- After event clean up
- Assist site staff with general clean up
- Bridal emergency kit always on hand
- no additional service fees
- expert venue knowledge

Cost range \$800.00-\$1200.00 based on venue and guest count