

# all things love.

## Day of Coordination

**Starts at \$1,200 (2 coordinators)  
250+ at \$2000 (3 coordinators)**

For couples that have the wedding planning covered, but want a professional to execute all of their hard work on the wedding day

### PRIOR TO WEDDING DAY

- One month out All Things Love meets with the couple to run through the wedding timeline and review any arrangements the couple has previously made with vendors, and update accordingly
- All vendors will be contacted two weeks prior to wedding date to confirm last minute changes, quantities, arrival time and other relevant information
- Contact information is gathered with all vendor and bridal party information
- Vendors are sent a copy of the final timeline as well as directions to the ceremony and reception locations
- Wedding timelines are distributed to key bridal party/family members at the rehearsal dinner
- Details are reviewed with the wedding officiant to choreograph wedding ceremony, processional and recessional
- The bridal party is notified of where and when they need to be the following day
- All Things Love leads and guides the ceremony rehearsal

### DAY OF

- Hair and make-up stylists are in contact and arrive on time to the getting ready location
- The hair and make-up schedule is managed closely for the bridal party and stylists to ensure the timeline is being met
- Florists are in contact and arrive on time with personal flowers i.e. bridal bouquet, bridal party flowers, boutonnieres, etc.
- Photographers and/or Videographers are in contact and arrive on time with the shot list
- All Things Love coordinates with transportation services to ensure an on time arrival and guide the wedding party when and where to leave for the ceremony
- Programs and other ceremony items are placed for guest arrival
- All Things Love ensures ushers and groomsmen arrive on time ready to perform any ceremony tasks that have been asked of them
- Florists are in contact and all personal flowers i.e. flower girl bouquet and groomsmen boutonnieres arrive at ceremony location as planned
- Ushers/groomsmen are informed as to when to begin escorting guests to their seats and given usher etiquette guidance
- Ceremony musicians are in contact to arrive on time and led to where to set up
- Ceremony music is reviewed with the musicians along with start times for each piece
- Hand signals will be determined to cue musicians, bridal party and any ceremony participants including the officiant, readers, etc.

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- The couple has complete access to the All Things Love team and kept informed of how much time remains before the start of the ceremony and when key events are starting
- All Things Love is prepared to handle any unexpected events that arise with discretion
- Bridal party is lined up for the processional
- Ceremony musicians are cued when bridal party is ready to begin the processional
- Friends and family that are pre-determined by the couple are gathered for post-ceremony family photos
- Vendors are met and guided to where they need to set up i.e. band, florist, caterer, etc.
- Reception details are set up i.e. escort cards, flowers and decor, etc.
- Any rental equipment i.e. tent, lighting are set up properly and troubleshooted as needed
- The timeline is distributed to catering staff
- Reception decor and elements are placed i.e. Guest book, wedding favors, cake utensils
- Table numbers/names and menu cards are set
- Amenity baskets, hand towels, candles etc. in bathrooms are placed
- All Things Love facilitates proper flow of cocktail hour service
- The reception layout and details will be checked to ensure proper design and set up
- Guests will be prompted to join the bride and groom for dinner following the cocktail hour
- Guests will be assisted in finding their escort cards and dining tables
- The band/dj making announcements will work closely with All Things Love and be cued in when to prompt reception events i.e. introductions, first dances, cake cutting, etc.
- Photographer and videographer are cued for important reception events i.e. first dance, cake cutting, toasts and parent dances
- Speeches are cued right before time for toasts and making announcements
- Catering staff is informed of when to pour champagne prior to the toasts
- Catering staff is in contact with All Things love and alerting of when service is ready to be served as well as put up so that serving and last call announcements are made prior
- All final payments/gratuities are distributed to vendors at the end of the evening\*
- All Things Love will be easily accessible through the entire event in case there are any details you would like attended to
- All gifts/cards and miscellaneous ceremony and reception items are packed up at the end of the reception and ready to be taken to a predetermined family members car
- Reception departure transportation is coordinated

*\*Please Note: A day-of-coordinator will not renegotiate any terms in contracts with vendors at this time, or at any other time prior to, during, or after your wedding day. All agreements should be finalized prior to the wedding.*

*\*Travel fees not included if event is over 1.5 hrs away from Atlanta*

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## **Partial Planning**

**Starts at \$3,000 (based on requested services)**

**\*Price & Services agreed upon with contract**

**\*Partial Vendor Outreach available**

For couples that have some of the key wedding planning taken care of, but would like assistance with a few vendors as well as from an executional standpoint. All Things Love will meet and determine needs and then review what's left on your planning checklist a couple months out making sure the final details come together

### **PRIOR TO WEDDING DAY**

- All Things Love provides unlimited support and communication through meetings, emails and phone calls during the eight weeks prior to the wedding date
- Requested vendor outreach will be set up along with final vendor walk throughs
- All vendors will be contacted two weeks prior to wedding date to confirm last minute changes, quantities, arrival time and other relevant information
- Contact information is gathered with all vendor and bridal party information
- Vendors are sent a copy of the final timeline as well as directions to the ceremony and reception locations
- Wedding timelines are distributed to bridal party/family members at the rehearsal dinner
- Details are reviewed with the wedding officiant to choreograph wedding ceremony, processional and recessional
- The bridal party is notified of where and when they need to be the following day
- All Things Love leads and guides the ceremony rehearsal

### **DAY OF**

- Hair and make-up stylists are in contact and arrive on time to the getting ready location and guided to where to set up
- The hair and make-up schedule is managed closely for the bridal party and stylists to ensure the timeline is being met
- Food deliveries will be coordinated with family and set up at the getting ready location
- Florists are in contact and arrive on time with personal flowers i.e. bridal bouquet, bridal party flowers, boutonnieres, etc.
- Personal flowers are blotted with paper towels and distributed to wedding party
- Photographers and/or Videographers are in contact and arrive on time with the shot list
- Bride, bridal party and immediate family are gathered for photos
- Bridal Emergency Kit (just in case) is provided
- All Things Love is in contact with the best man to make sure the groom and groomsmen are getting dressed and on-time
- The bridal party is kept aware of any last-minute details
- All Things Love coordinates with transportation services to ensure an on time arrival and guide the wedding party when and where to leave for the ceremony
- Programs and other ceremony items are placed for guest arrival
- All Things Love ensures ushers and groomsmen arrive on time ready to perform any ceremony tasks that have been asked of them

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- Florists are in contact and all personal flowers i.e. flower girl bouquet and groomsmen boutonnieres arrive at ceremony location as planned
- Ushers/groomsmen are informed as to when to begin escorting guests to their seats and given usher etiquette guidance
- Ceremony musicians are in contact to arrive on time and led to where to set up
- Ceremony music is reviewed with the musicians along with start times for each piece
- Hand signals will be determined to cue musicians, bridal party and any ceremony participants including the officiant, readers, etc.
- The couple has complete access to the All Things Love team and kept informed of how much time remains before the start of the ceremony and when key events are starting
- All Things Love is prepared to handle any unexpected events that arise with discretion
- Bridal party is lined up for the processional
- Ceremony musicians are cued when bridal party is ready to begin the processional
- Friends and family that are pre-determined by the couple are gathered for post-ceremony family photos
- Vendors are met and guided to where they need to set up i.e. band, florist, caterer, etc.
- Reception details are set up i.e. escort cards, flowers and decor, etc.
- Any rental equipment i.e. tent, lighting are set up properly and troubleshooted as needed
- The timeline is distributed to catering staff
- Reception decor and elements are placed i.e. Guest book, wedding favors, cake utensils
- Table numbers/names and menu cards are set
- Amenity baskets, hand towels, candles etc. in bathrooms are placed
- All Things Love facilitates proper flow of cocktail hour service
- The reception layout and details will be checked to ensure proper design and set up
- Guests will be prompted to join the bride and groom for dinner following the cocktail hour
- Guests will be assisted in finding their escort cards and dining tables
- The band/dj making announcements will work closely with All Things Love and be cued in when to prompt reception events i.e. introductions, first dances, cake cutting, etc.
- Photographer and videographer are cued for important reception events i.e. first dance, cake cutting, toasts and parent dances
- Speeches are cued right before time for toasts and making announcements
- Catering staff is informed of when to pour champagne prior to the toasts
- Catering staff is in contact with All Things love and alerting of when service is ready to be served as well as put up so that serving and last call announcements are made prior
- All final payments/gratuities are distributed to vendors at the end of the evening\*
- All Things Love will be easily accessible through the entire event in case there are any details you would like attended to
- All gifts/cards and miscellaneous ceremony and reception items are packed up at the end of the reception and ready to be taken to a predetermined family members car
- Reception departure transportation is coordinated

*\*Please Note: A day-of-coordinator will not renegotiate any terms in contracts with vendors at this time, or at any other time prior to, during, or after your wedding day. All agreements should be finalized prior to the wedding.*

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## **Full-Service Planning, Design, and Coordination**

**Starts at \$5,000**

### **\*Price agreed upon upfront with contract**

Comprehensive one-on-one meeting to go over your Wedding Style and Vision

#### **PRIOR TO WEDDING DAY**

- All Things Love provides unlimited support and communication through meetings, emails and phone calls
- Research and negotiation help is provided through the venue selection process
- Budget will be reviewed at the very beginning and guidance will be provided throughout
- Overall wedding theme, color scheme and design will be reviewed together
- All Things Love will provide a preferred vendor list that features top-notch industry professionals prior to vendor selection
- Requested vendor outreach will be scheduled along with final vendor walk throughs
- Assistance determining rental, equipment and decor needs will be provided
- Assistance with all ceremony, cocktail hour and reception vendors will be provided i.e. HMO, catering, entertainment, florists, etc.
- Assistance with locking in hotel blocks and determining accommodation needs will be provided along with guest transportation needs
- Assistance with tasting visits to determine menu and cake selection will be provided
- Assistance with stationary design including save the dates, invitations and other paper signage needs will be provided along with any promo codes and discounts All Things Love can access
- Details are reviewed with the wedding officiant to choreograph wedding ceremony, processional and recessional
- Suggestions are made factoring in the latest wedding trends as well as ideas that are unique to the couple
- Assembly help will be provided for invitations, wedding favors, decor set up etc.
- All Things Love will attend bridal gown and fitting appointments upon request
- All vendor payments are managed and paid per the schedule
- All vendors will be contacted two weeks prior to wedding date to confirm last minute changes, quantities, arrival time and other relevant information
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- Personal flowers are blotted with paper towels and distributed to wedding party
- Photographers and/or Videographers are in contact and arrive on time with the shot list
- Bride, bridal party and immediate family are gathered for photos
- Assist photographer by calling out family/bridal party members names on the shot list
- Bridal Emergency Kit (just in case) is provided
- All Things Love is in contact with the best man to make sure the groom and groomsmen are getting dressed and on-time
- The bridal party is kept aware of any last-minute details
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