

9 Twentyeight

W E D D I N G S & E V E N T S

MONTH OF/DAY OF COORDINATION SERVICE

You have spent countless hours planning your dream wedding, now it is time for you both to sit back and enjoy it! Let me guide you with hands on assistance in making the final months before your wedding stress free.

BEFORE YOUR EVENT:

- Over the phone consultation to obtain information regarding wedding details
- Unlimited phone and email availability
- One hour phone meeting to discuss timeline and decor checklist details
- Compose rehearsal and wedding day timeline to be provided to all vendors
- Prepare detailed decor checklist to ensure proper set up
- Vendor recommendations, confirmation, and review of all vendor contracts
- Attendance and direction of the wedding rehearsal (coordinated with officiant, and any on-site coordinator)

DAY OF EVENT:

- Up to eight hours on your wedding day attending, overseeing and directing the wedding ceremony and reception
- Provide a wedding day emergency kit
- Receive deliveries and greet vendors
- Confirm wedding ceremony and reception areas are set-up as detailed in decor checklist
- Ensure proper placement of personal items such as programs, table numbers, menus, etc.
- Assist with distribution of personal flowers
- Coordinate processional line up and cue bridal party to walk down the aisle, ensuring flowers are held correctly and timing is perfect
- Direct guests to cocktail hour after the ceremony
- Ensure proper announcements are being made by DJ: grand entrance, first dance, etc.
- Confirm all events are running on schedule
- Distribute final vendor payments/gratuities, as needed
- Collection of all cards and gifts received to be delivered to pre-arranged location
- Ensure all wedding decor is gathered and packed at the end of the evening
- Prevent and resolve any conflicts that may arise
- Provide couple the stress-free day they deserve!

PRICING:

- To secure your date, a deposit of 25% is required
- Pricing starting at \$2,100