



WEDDING DAY COORDINATOR SERVICES

ADDITIONAL INVESTMENT INFO

Extra hour of coordination or additional coordinator present: **\$75/hour**

If services are booked less than a month in advance: **+\$250**

A **15% discount** is given if you also book our partner vendor: **Kelcy Leigh Photo & Florals**

BEFORE WEDDING DAY

- In-person consultation
- Unlimited phone and email communication from the date of contract
- Two in-person strategy meetings beforehand
- Confirmation of all vendors, including details of services and remaining balances 1-2 weeks before the wedding day

REHEARSAL

- Attend wedding rehearsal and provide necessary assistance per your instructions
- Develop and distribute Wedding Day schedule

WEDDING DAY

- 8-12 hours of service on your wedding day
- Go-to person for questions and concerns
- Manage vendor setup at the ceremony and reception sites
- Organize and distribute all flowers to wedding party, family members, and special guests
- Place place cards, favors, decorations, etc. per your instructions

- Ensure payment of vendors
- Services subject to change based on client's requests