



Day of Wedding Coordinator

1 month prior to event – 5 Hours

- Consultation meetings (1-hour)
- Preview the ceremony & reception site (1-hour)
 - Source local vendors as needed
- Act as a point of contact between client & vendors
 - Review vendor contracts
- Create timeline for wedding day & logistics layout
- Confirm details with vendors prior to event
 - Coordinate rehearsal (1-hours)

The Big Day – 8 Hours

- Serve as the point person for all vendors
- Arrive at “Get Ready” site to help direct photographer/videographer
 - Coordinate pinning of boutonnieres, bouquets & corsages
 - Keep track marriage license or other ritual items
- Arrive to ceremony site, assist with setup, gather & place items at site as requested
- Arrive to reception site, assist with setup, gather & place items at site as requested
 - Direct event to keep the wedding flowing seamless & on schedule
 - Assist with wedding party, guests & vendors
 - Distribute any final payments or gratuities to vendors
- Respond to any last-minute changes or emergencies swiftly & effectively

⇒ ***13 hours, including 8 hours onsite***

⇒ ***Local package starting at \$800***

Our passion is making your vision a reality!

Partial Wedding Planning

12 to 6 months prior to event – 13 Hours

- 3 Consultation meetings (1-hour)
- 4 Telephone conferences as needed (30 mins. ea.)
- Preview the ceremony & reception site (1-hour)
 - Source local vendors as needed
- Act as a point of contact between client & vendors
 - Review vendor proposals & contracts
- Provide creative direction & assist with achieving design
 - Attend 2 vendor meetings of client's choice
- Create timeline for wedding day & logistics layout
 - Confirm details with vendors prior to event
 - Coordinate rehearsal (1-hours)

The Big Day – 10 Hours

- Serve as the point person for all vendors
- Arrive at "Get Ready" site to help direct photographer/videographer
 - Coordinate pinning of boutonnieres, bouquets & corsages
 - Keep track marriage license or other ritual items
- Arrive to ceremony site, assist with setup, gather & place items at site as requested
- Arrive to reception site, assist with setup, gather & place items at site as requested
 - Direct event to keep the wedding flowing seamless & on schedule
 - Assist with wedding party, guests & vendors
 - Distribute any final payments or gratuities to vendors
 - Coordinate gifts with responsible party from venue to destination
- Respond to any last-minute changes or emergencies swiftly & effectively

⇒ **23 hours, including 10 hours onsite**

⇒ **Local package starting at \$1500**

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Full Wedding Planning

18 to 12 months prior to event

- Consultation meetings as needed
- Determine/ discuss budget & begin to list priorities
 - Telephone conferences as needed
 - Create a planning timeline and “to-do” list
 - Assist with venue research and booking
 - Preview the ceremony & reception site
 - Source local vendors as needed
- Act as a point of contact between client & vendors
 - Review vendor proposals
 - Negotiate & review vendor contracts
- Provide creative direction & assist with achieving design
- Assist with design & ordering of any printed materials
 - Manage guest list & RSVP’s
- Aid in acquiring & assembling wedding favors & accessories
 - Coordinate local accommodations & transportation
 - Attend tastings and all vendor meetings
 - Create timeline for wedding day & logistics layout
 - Confirm details with vendors prior to event
 - Coordinate rehearsal

The Big Day

- Serve as the point person for all vendors
- Arrive at “Get Ready” site to help direct photographer/videographer & set up any items as requested
 - Check in with clients & wedding party, make sure all is well
 - Coordinate pinning of boutonnieres, bouquets & corsages
 - Keep track marriage license or other ritual items
- Arrive to ceremony site, assist with setup, gather & place items at site as requested
- Arrive to reception site, assist with setup, gather & place items at site as requested
 - Double check logistics
 - Direct event to keep the wedding flowing seamless & on schedule
 - Assist with wedding party, guests & vendors
 - Distribute any final payments or gratuities to vendors
 - Coordinate gifts with responsible party from venue to destination
- Respond to any last-minute changes or emergencies swiftly & effectively

⇒ **Local package starting at \$2500**

Call us today (619) 937-1967

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Check us out on Yelp!

Our passion is making your vision a reality!