



hollykalkinweddings.com | holly@hollykalkinweddings.com | 858-699-1858

Day of Coordination Service

- *Organizational meeting in advance of the wedding day
- *Unlimited calls/emails/texts throughout planning process
- *Extensive Vendor Recommendation List provided
- *Creation of wedding day itinerary
- *Itinerary distributed to all vendors - vendor arrival times and specifics confirmed in advance
- *Run Wedding Rehearsal at wedding venue
- *Collect personal decor items at rehearsal and bring them to wedding
- *Night before wedding/after Rehearsal - send email and/or text to vendors that need hotel room number
- *Wedding Day
 - Display all personal wedding decor (guest book, card box, favors, table numbers, place cards, photos, toasting flutes, etc.) - ceremony & reception sites
 - Point person for all vendors - assist them with any questions, ensure their set up is as expected
 - Ensure ceremony site is set up to the couple's specifications (chairs, flowers, unity candle table, programs, etc.)
 - Line up wedding party for ceremony - direct down aisle
 - Cue musicians during ceremony
 - Ensure reception site is set up to couple's specifications (correct number of chairs per table, room layout is correct, decor is set out as expected)
 - Ensure banquet staff/caterer has all needed information and staff is ready
 - Gather wedding party and line up for Grand Entrance
 - Ensure reception runs on schedule - itinerary is being followed - touch base with DJ/band before it is time for each reception event to occur
 - Distribute gratuities and/or final payments to vendors on behalf of the couple
 - Personal assistant to Bride & Groom
 - Assist wedding party & family with any questions
 - Ensure end of event arrangements are made for personal decor items, gifts & florals

FEE: \$1,050.00

Holly, Robyn, Rebecca & Mary Ann are a team of experienced coordinators. We are devoted to ensuring that you have a perfect day. We pride ourselves on being detail oriented, patient, efficient, and organized. Please visit hollykalkinweddings.com to learn more about us. You can also find reviews on Yelp, Wedding Wire & The Knot. We sincerely hope that we can help you with your most special day. Please contact Holly with any questions. Thank you for the consideration!