



Planning & Coordination Packages

Day-of Coordination Package

Prior to Wedding Day:

- Respond to unlimited emails and phone calls
- Provide etiquette advice
- Meeting 2-3 weeks before the wedding to review timeline, plan ceremony (including seating, processional, and recessional), as well as all other details
- Create comprehensive timelines of the ceremony and reception
- Provide timeline to vendors, appropriate family members, and members of the bridal party
- Confirm vendors (delivery times, items being delivered, etc.) the week prior to the wedding
- Act as the point of contact for the wedding day vendors beginning 1-2 weeks prior to the event
- Attend final walk-through meeting with the reception venue

Wedding Weekend and Day of Wedding:

- Will conduct the rehearsal the week of the wedding
- Set up/take down of your decor (e.g.: escort card table, dessert table, guest book table, signature portrait, items around the venue to personalize your day)
- Coordinate all dynamic facets of your day into one seamless event: manage vendors, attend to guests needs & inquiries, facilitate solutions to unexpected challenging situations that arise, etc.
- Oversee all wedding day deliveries
- Ensure the design of the venue appears as anticipated
- Distribute personal flowers
- Direct the wedding party so they are in the proper place at the proper time
- Provide wedding emergency kit (safety pins, Band-Aids, Tylenol, etc.)
- Deliver payment to vendors requiring payment the day of the wedding
- Line up groomsmen and bridesmaids
- Fix all dresses prior to walking down the aisle
- Transport all personal items from ceremony to reception
- Coordinate events and announcements throughout the reception with DJ
- Organize the bridal party and guests for the Grand Entrance and Exit
- Collect gifts, toasting flutes, cake cutter, guest book or sign-in, unity candle & pictures and ensure they reach the proper vehicle or on-site hotel room
- Will provide an Assistant Coordinator for your wedding day if needed

And anything else we discuss based on your needs!

Partial Wedding Planning Package:

Pre-Wedding:

- Establish a “to do” list to guide the couple in planning their wedding
- Research/make vendor suggestions and schedule vendor meetings
- Attend up to six vendor meetings with you
- Keep track and send reminders of when payments are due
- Plan ceremony (including seating, processional, and recessional)
- Transport all personal items to ceremony and reception venue (guest book, toasting glasses, etc.)

Plus Day-of Coordination (see reverse) and anything else we discuss based on your needs!

Full Wedding Planning Package:

Pre-Wedding:

- Establish a “to do” list to guide the couple in planning their wedding
- Establish a budget spreadsheet
- Assist with venue selection—will recommend venues based on your desires, schedule venue visit meetings for you, and attend up to five venue visits with you
- Research/make vendor suggestions and schedule vendor meetings
- Attend up to ten vendor meetings with you
- Schedule dress fittings
- Attend final dress fitting to learn bustle
- Keep track and send reminders of when payments are due
- Manage guest list and keep track of RSVPs
- Plan and design ceremony (including seating, processional, and recessional)
- Plan and design reception
- Plan ceremony (including seating, processional, and recessional)
- Transport all personal items to ceremony and reception venue (guest book, toasting glasses, etc.)

Plus Day-of Coordination (see reverse) and anything else we discuss based on your needs!

Message to my Clients:

Congratulations on your upcoming wedding! At Events by Emily, I strive to make your wedding beyond your expectations. This is the most important day of your life and I want you to feel relaxed and stress-free. My promise to you is work as hard as I can to create a seamless event. Let's create the wedding of your dreams!

-Emily K. Bennett
Wedding Planner

