



Month of Wedding Coordinator

With a free consultation, and 3 in person detail-nailing-down meetings, we handle the rehearsal, setup, the flow of the wedding day, and cleanup!
We are the first ones to the venue and the last to leave.

\$850

Pre-Wedding

- 3 IN PERSON MEETINGS
- UNLIMITED CONTACT VIA E-MAIL OR PHONE
- OFFER SUGGESTED VENDOR LIST
- CREATE GENERAL PLANNING CHECKLIST
- FULL ACCESS TO AN AISLE PLANNER ACCOUNT SET UP JUST FOR YOU
- CONFIRM ARRANGEMENTS WITH VENDORS
- CREATE TIMELINE FOR DAY-OF AND DISTRIBUTE AS NEEDED
- FINAL WALK THROUGH AT VENUE TO FINALIZE ALL DETAILS (2 WEEKS PRIOR)
- COORDINATE CEREMONY REHEARSAL (1 HOUR)
- DISTRIBUTE DETAILED WEDDING ITINERARY TO WEDDING PARTY, VENDORS AND AS NEEDED
- COLLECT AND DISTRIBUTE WEDDING DÉCOR/ITEMS FOR THE BIG DAY

Wedding Day

- ACT AS A LIAISON/POINT PERSON FOR VENDORS, WEDDING PARTY AND GUESTS
- PROVIDE AN EXTENSIVE BRIDAL EMERGENCY KIT
- DIRECT VENDORS WHERE AND WHEN TO SET UP
- SEE TO THAT ALL VENDOR COMMITMENTS ARE FULFILLED
- DISTRIBUTE FINAL PAYMENTS AND GRATUITIES AS NEEDED
- SET UP CEREMONY AND CEREMONY DÉCOR NOT HANDLED BY VENDORS OR FAMILY
- DIRECT USHERS, AND HELP WITH SEATING AT CEREMONY
- ENSURE WEDDING RINGS AND MARRIAGE LICENSE ARE PRESENT
- GIVE MARRIAGE LICENSE TO OFFICIANT
- LINE UP AND CUE WEDDING PARTY
- COLLECT ALL PERSONAL WEDDING ITEMS AND GIFTS AND DELIVER TO SELECTED CAR
- SET UP ALL RECEPTION DÉCOR NOT HANDLED BY A SPECIFIC VENDOR OR FAMILY
- LINE UP AND CUE WEDDING PARTY FOR GRAND ENTRANCE
- ASSIST WITH DJ IN CUEING IMPORTANT EVENTS (FIRST DANCE, CAKE CUTTING)
- MAINTAIN AND COORDINATE TIMELINE FOR ALL EVENTS DURING RECEPTION
- STAY IN COMMUNICATION WITH VENDORS TO ENSURE THINGS ARE RUNNING SMOOTHLY
- CUE/COORDINATE SEND OFF