



HOME ABOUT SERVICES CONTACT

Day of Coordination Pricing

Starting at \$800.00

Wedding Coordination Packages Include the following services:

Pre-Wedding

- Provide services for day-of coordination
- One client/planner meeting
- Unlimited contact via email
- Create detailed wedding day itinerary

- Contact vendors to confirm set-up time and location

Wedding Rehearsal

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding itinerary to wedding party, family, and attendants
- Collect wedding day items to distribute / set up

Wedding Day

- Manage the flow and timing of the ceremony and reception
- Act as a liaison between wedding party, family members, and vendors
- Up to 10 hours of service. Additional hours will incur a \$50/per hour charge.

Ceremony

- Direct vendors where to set up
- Oversee ceremony set-up to make sure all commitments are fulfilled
- Set up all ceremony decor not handled by vendors
- Direct ushers with programs and seating distribution
- Ensure wedding rings are present
- Line up and cue wedding party/musicians for ceremony
- Give marriage license to officiant
- Collect all personal wedding items and gifts and deliver to reception site

Cocktail Hour & Reception

- Set up all reception décor not handled by a specific vendor
- Manage vendor set-up of reception and make sure all commitments by vendors are fulfilled
- Distribute final payments and gratuities as needed
- Line up and cue bridal party Grand Entrance
- Communicate with Band / DJ to coordinate first dance, entrance, toasts, etc.
- Maintain and coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly
- Be the main point of contact for any day-of issues

- *Travel within 35 miles of zip code 23518 is included. Any travel over 35 miles will incur a \$60.00 travel fee and an additional travel fee of \$.50 per mile traveled to and from on the wedding day/ceremony, as well as the rehearsal if Weddings by Ashley is requested. If the distance is over 120 miles, you will be required to provide a hotel room the day before the ceremony/reception.

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