



Day of Coordination Proposal



How It Works

Intake Meeting

Pre-wedding meeting where we co-create your wedding day timeline and go over all of your wedding details including: venue specifics, vendor information, and décor.

Check In Meeting

Meeting where we finalize guest count and discuss floor plans and seating assignments. We will review rental contracts and confirm all ceremony and reception details.

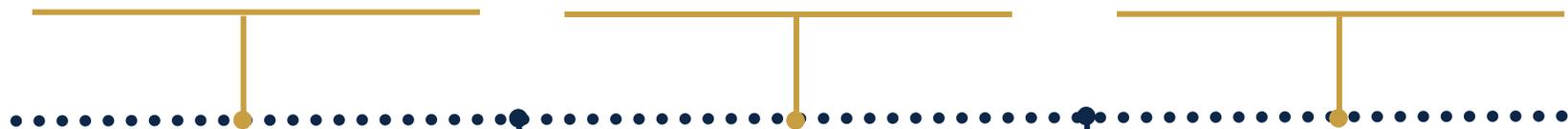
Day-of Wedding

I will act as primary point of contact for all vendors, guests, and staff. Oversee the setup and strike of your ceremony and reception venue, while managing wedding timeline.

3 Months till Wedding

2-3 Weeks till Wedding

Wedding Day



50% Deposit Due

Final Payment Due



What You Get

As your Day of Coordinator I will go the extra mile to provide you with comfort and peace of mind by assisting you in the following ways:

- Act as primary point of contact for all vendors, guests, and staff and oversee all vendor set-up and deliveries. Direct and assist the set up and strike of your ceremony and reception venues.
- Ensure proper placement of seating cards, favors, programs, signage, guest book, and décor
- Setup specialty linens not provided by venue or caterer
- Coordinate with the venue staff, DJ, officiant, caterer and photographer and other vendors as necessary throughout the day to ensure timeline is followed seamlessly
- Organize and cue the wedding party and family for the processional
- Great, seat, and assist guests
- Collect any gifts and personal items (toasting flutes, cake server, guest book, etc.) and distribute to the appropriate location or person at the end of the event
- Oversee the return of all rentals and vendor equipment at the end of the event
- Distribute final payments and gratuities to all vendors



Get Started

Thank you for reviewing my proposal

Contact us by phone or email to setup your free Wedding Coordination Consultation



info@esterallenevents.com



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