



~Weddings by Monica~ Orchestrating worry-free wedding days!

“Day of” Coordination is designed for the couple who has already completed all or most of the planning of their wedding on their own, but needs a responsible person to tend to the remaining details. This service provides the bride and groom the luxury of celebrating their wedding day worry-free. Your wedding day coordinator will pick up where you left off and tie up all the loose ends to ensure you a blissful event.

“Day of” Coordination Package Includes:

- Complimentary initial appointment
- Assistance in preparation of wedding day itinerary
- Early arrival to ensure all formalities are executed
- Delivery and set-up of all ceremony and reception items (guest book, engagement photo, toasting glasses, table numbers, seating place cards, favors, candles, decorations, etc.)
- Overseeing of all details on your wedding day from set-up to breakdown of décor
- Ensuring flowers are distributed to wedding party and family
- Attendance of ceremony and reception (7 hours)
- Establishing and carrying out of preset wishes of bride and groom
- Acting as liaison between wedding party, family, guests & vendors
- Greeting and assisting arriving guests and vendors ~ paying extra attention to those with special needs
- Gathering and cueing of wedding party for grand entrance
- Assistance to DJ or MC in guiding guests through the day and keeping scheduled events moving as close to timeline as possible
- Assisting bride and groom with any needs that may arise
- Keeping key members posted of up coming events
- Supervision and communication with banquet captain and staff
- Distribution of final payments and/or gratuities on your behalf
- Unlimited contact with consultant via phone & email
- Etiquette advisement
- Use of our wedding day emergency kit to provide quick fixes for unforeseen occurrences such as missing button, stains, mints, necessities, etc.
- Ensuring gifts and personal items are packed at the end of the event and given to caretaker of your choice (cake top, toasting glasses, guest book, pen, cake server, gifts, cards, bouquet, etc.)

Total of 7 Hours Starting at *\$650.00

***Exact fees will be determined at free consultation meeting**

****Additional assistance required when:***

Your ceremony and reception are at different locations, you have more than 10 attendants total, your guests attendance exceeds 150, or more than 7 hours of services are needed

A la carte services available

**Ceremony coordination, rentals of one time use wedding items, cake cutting service, reception draping & decorating.
designing & printing of: programs, menus, & seating cards**

www.weddingsbymonica.com

(562)754-6357

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