

# Light the Way Events, LLC

## Day of Coordinator

This option is for couples that have already selected a venue and vendors but want to hand the reins over as their big day approaches. Let me take over with the last-minute communications and discuss logistics with your vendors. I will be there for your rehearsal, ceremony, and reception to help ensure a smooth day so that you can be present in your special moments. We will start our coordinating and planning as early as 3 months out from your big day.

Some services included with this option are:

- \*Unlimited phone meetings and emails
- \*Assistance with timeline creation and management
- \*2-3 in person meetings, including one venue walk-through
- \*Assist with floorplan if needed
- \*Communication with vendors 1-2 weeks out from wedding to discuss logistics
- \*Primary contact for vendors day prior and day of
- \*Run rehearsal with officiant (1 hour)
- \*Coordinator on-site for unlimited hours day of
- \*Assist with set up and tear down of decorations
- \*Distribute payments to vendors

**Price: \$1,700 (Includes travel within 45 miles—transportation fee for additional miles and accommodations if over 2 hours away.)**

## Destination Wedding (Out-of-Michigan) Day of Coordinator

This option is for the couple that would like assistance with their wedding taking place outside of Michigan. Wedding planning can be stressful but planning one away from home might add some additional challenges. Let me help ease some of the anxiety and help the day go off without a hitch!

Some services included with this option are:

- \*Unlimited phone meetings and emails
- \*Assistance with timeline creation and management
- \*1-2 in person meetings (if possible)
- \*Assist with floorplan if needed
- \*Communication with vendors 1-2 weeks out from wedding to discuss logistics
- \*Primary contact for vendors day prior and day of
- \*Visit venue site day prior
- \*Run rehearsal with officiant (1 hour)
- \*Coordinator on-site for up to 12 hours day of
- \*Assist with set up and tear down of decorations
- \*Distribute payments to vendors

**Price: \$1,400 + Travel + Accommodations for night prior and day of**

Please reach out for a free consultation or to reserve your special day!