



# T I M E L E S S

## E V E N T P L A N N I N G

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# *Day of Coordination*

## Two Weeks Prior to Event

- Unlimited phone and email communication.
- Create a detailed timeline for ceremony and reception.
- Confirm all contracts with vendors.

## Wedding Day: 10 Hours

- Serve as point of contact throughout the day.
- Setup all decor and perfecting every detail.
- Go over timeline with vendors along with any important details.
- Ensure everyone is keeping to schedule by having open communication.
- Address and resolve issues that may arise.

## Ceremony and Cocktail

- Greet guests and direct them towards ceremony
- Line up bridal party to be sent down the aisle.
- Assist with gathering family & friends for post ceremony photos.
- Direct guests to cocktail hour
- Move all ceremony decor into cocktail hour or reception space
- Have appetizer plate for couple waiting for their arrival

## Full Reception Coordination

- Direct guests into reception
- Line up bridal party for grand entrance
- Move any decor from cocktail hour into reception space.
- If plated dinner, assure all tables receive correct meals.
- If buffet style, assure all tables are called.
- Ensure photographer gets pictures from all important events.
- Assist with speeches by making sure speakers know when their turn is.
- Gather guests for important dances.
- Setup dessert table and gather guests for cake cutting.
- Assist with bouquet and garter toss.
- Address and resolve issues that may arise.
- Distribute tips on couples behalf at the end of the evening.
- Make sure all guest are out of the venue at appropriate time.
- Bring all cards and gifts to appropriate location.
- Assist with cleanup and package up any decor.

*\$1000*

*(An additional \$150 fee will be added to holiday weekends)*

# *Month of Coordination*

## Three Months Prior to Event

Three hours of face-to-face meetings.

Unlimited phone and e-mail communication.

Walk-through of ceremony and reception (2 weeks prior).

Create a detailed timeline for ceremony and reception.

Confirm all contracts with vendors (1 week prior).

## Wedding Day 10 Hours

Serve as point of contact throughout the day.

Setup all decor and perfecting every detail.

Go over timeline with vendors along with any important details.

Ensure everyone is keeping to schedule by having open communication.

Address and resolve issues that may arise.

## Ceremony and Cocktail

Greet guests and direct them towards ceremony

Line up bridal party to be sent down the aisle.

Assist with gathering family & friends for post ceremony photos.

Direct guests to cocktail hour.

Move all ceremony decor into cocktail hour or reception space.

Have appetizer plate for couple waiting for their arrival.

## Full Reception Coordination

Direct guests into reception

Line up bridal party for grand entrance

Move any decor from cocktail hour into reception space.

If plated dinner, assure all tables receive correct meals.

If buffet style, assure all tables are called.

Ensure photographer gets pictures from all important events.

Assist with speeches by making sure speakers know when their turn is.

Gather guests for important Dances.

Setup dessert table and gather guests for cake cutting.

Assist with bouquet and garter toss.

Address and resolve issues that may arise.

Distribute tips on couples behalf at the end of the evening.

Make sure all guest are out of the venue at appropriate time.

Bring all cards and gifts to appropriate location.

Assist with cleanup and package up any decor.

## *Full Coordination*

### Prior to Wedding

- Seven face to face meetings (1 hour each).
- Unlimited phone and e-mail communication. Not including texting.
- Assist with Budgeting and keeping you on track.
- Preferred vendor list along with other vendor recommendations.
- Custom event design including theme, color palette, and inspiration boards.
- Assist with the design for invitations and save the dates.
- Assist with ceremony program and menu design and based on theme.
- Scheduling and attending vendor meetings as requested.
- Design your wedding website.
- Advice on etiquette.
- Create wedding registries based on clients desires.
- Create hotel room blocks for your guests.
- Design and Create welcome packs for your guests.
- Create a detailed timeline for ceremony and reception.
- Personalized diagrams for your ceremony and reception.
- Walk-through of ceremony and reception (2 weeks prior).
- Confirm all contracts with vendors (1 week prior).
- Attend one hour of rehearsal dinner.

### Wedding Day

- Serve as point of contact throughout the day.
- Setup all decor and perfecting every detail.
- Go over timeline with vendors along with any important details.
- Ensure everyone is keeping to schedule by having open communication.
- Address and resolve issues that may arise.

### Ceremony and Cocktail

- Greet guests and direct them towards ceremony
- Line up bridal party to be sent down the aisle.
- Assist with gathering family & friends for post ceremony photos.
- Direct guests to cocktail hour
- Move all ceremony decor into cocktail hour or reception space
- Have appetizer plate for couple waiting for there arrival

*Continued...*

## Full Reception Coordination

Direct guests into reception

Line up bridal party for grand entrance

Move any decor from cocktail hour into reception space.

If plated dinner, assure all tables receive correct meals.

If buffet style, assure all tables are called.

Ensure photographer gets pictures from all important events.

Assist with speeches by making sure speakers know when their turn is.

Gather guests for important dances.

Setup dessert table and gather guests for cake cutting.

Assist with bouquet and garter toss.

Address and resolve issues that may arise.

Distribute tips on couples behalf at the end of the evening.

Make sure all guest are out of the venue at appropriate time.

Bring all cards and gifts to appropriate location.

Assist with cleanup and package up any decor.

*Wedding budgets under \$25,000*

*\$2500*

*Wedding budgets \$25,000+*

*Pricing based on 10% of final wedding budget.*