



Lovely & Sweet Events

Full Day Of Coordination

Two weeks prior to event

Walk-through of ceremony and reception
Create a detailed timeline for ceremony and reception

One week prior to event

Confirm contracts with vendors
Organize wedding rehearsal

Wedding Day

Serve as point of contact throughout the day
Setup all decor and perfecting every detail
Go over timeline with vendors and ensure everyone is keeping to schedule

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

Full Reception Coordination

Move any decor from cocktail hour into reception space
Direct guests into reception
Line up bridal party for grand entrance
Setup dessert table
Make sure all guests are out of the venue at appropriate time
Bring all cards and gifts to appropriate location
Assist with cleanup and package up any decor.



(619) 930-2231



www.lovelyandsweetevents.com



[lovelynsweetevents](https://www.instagram.com/lovelynsweetevents)

Lovely & Sweet Events

Half Day Of Coordination

Two weeks prior to event

Walk-through of ceremony and reception
Create a detailed timeline for ceremony and reception

One week prior to event

Confirm contracts with vendors
Organize wedding rehearsal

Wedding Day

Serve as point of contact throughout the day
Setup all decor and perfecting every detail
Go over timeline with vendors and ensure everyone is keeping to schedule

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

Beginning of Reception

Move any decor from cocktail hour into reception space
Direct guests into reception
Line up bridal party for grand entrance



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