

# brideocracy

## Day-Of Wedding Coordinator Package | \$500

### Includes:

- Complimentary initial consultation with couple
- Pre-wedding meeting (1 week prior to event) to confirm timeline and vendor info
- 12 hours of exclusive wedding day coordination. Your event will be the only event booked by Brideocracy for the day.
  - Pre-Ceremony
    - Facilitation of arrival of vendors including hair and make-up, food deliveries, photographer, and entertainment
    - Transportation coordination
    - Hair and make-up station set-up
    - Bouquet and boutonniere distribution
    - List distribution (if needed -- shot list to photographer; play and no-play list to DJ/band)
    - Communication with Best Man and Maid of Honor regarding timeline for dressing and ceremony
    - Assist bride with gown and accessories, if needed
  - Ceremony
    - Ceremony staging including programs, candles, aisle runner, religious texts, etc.
    - Communicate with bridal party and officiant regarding ceremony start time
    - Confirm ceremony music selection and start time
    - Arrange the processional
    - Arrange attendees for photos on photographer shot list
  - Pre-Reception
    - Assist with vendor set-up
    - Arrange escort cards and guest book
    - Stage bridal party or sweetheart table
    - Ensure guest tables are staged correctly including table numbers, menus, seating chart, and wedding favors
    - Organize gift table and card box
    - Set up bathroom amenities
  - Reception
    - Encourage guests to move from cocktail hour to reception
    - Assist guests in locating escort cards and respective tables
    - Ensure guests sign the guestbook
    - Coordinate bridal party entrance with bridal party and DJ/band
    - Cue Best Man, Maid of Honor, and Father of the Bride before speeches are to be made
    - Handle any emergencies including unwanted speeches, etc.
    - Check in with photographer regarding shot list
    - Distribute final payment to vendors
    - Pack up gifts and other miscellaneous items at the end of the night
    - Coordinate reception departure transportation
- Brideocracy Emergency Kit

## À la carte

### **Rehearsal Dinner | \$100**

*Includes:*

- *2 hours of assistance with wedding ceremony choreography*
- *Communication regarding planned timeline*
- *Photographer shot list run through (as applicable)*

### **Welcome Bag Assembly | \$150 + Cost of Items**

*Includes:*

- *Assembly of Welcome Bags, including acquisition and prep of bag contents*

### **Additional Wedding Day Hours (in excess of 12) | \$25/hour**

### **Travel Fee (in excess of 50 miles) | \$1/mile**

### **Additional Services Requested | Price as Contracted**

*Please note that Brideocracy requires a 20% deposit in order to reserve a date.*