



Service Menu

Wedding Day Coordination Package

- Starting at: \$1000.00

- ~ Free Consultation meeting plus one in-person consultation meeting.
- ~ Unlimited access via phone and email one month before wedding day.
- ~ Vendor verification and confirmation.
- ~ One Coordinators on site – approx. 8 hours day of event with full day coordination and management for wedding ceremony and reception.
- ~ One Coordinator up to two hours at rehearsal.
- ~ Use of wedding day emergency kit.
- ~ Manage the timing of the event with wedding party, family and vendors.
- ~ Detailed Wedding Day timeline
- ~ Distribute flowers to wedding party and family
- ~ Final inspection on setup, seating placement/count, table/escort cards, décor etc. (as per instructions and session discussions, not including decorating)
- ~ Greet guests and assist with seating arrangements as needed
- ~ Attend to guests needing special assistance
- ~ Cue ceremony Coordinate with musicians on ceremony song selections.
- ~ Review reception activities and timing with band or MC/DJ and photographers/videographers.
- ~ Coordinate reception activities – grand entrance, first dance, cake cutting toasts, etc.
- Distribute final payments and or gratuities to vendors (paid by clients)
- Coordinate transport of gifts and personal items into designated location
- Manage clean-up