



Month-Of Coordination Quote

Package Price: \$1,250 (Non-Saturday Price: \$850)

*Travel included within a 60 mile radius of Woodland Hills, CA. Additional travel rates may apply.

Services Prior to the Wedding:

- Day-of timeline preparation
- Contact all vendors to ensure planning is in place
- One face-to-face or Skype/phone meeting included (wedding day details)
- Confirm contracts and timing with all vendors to ensure correct arrival times, set up guidelines, and flow of the event
- 1 hour to coordinate wedding rehearsal and collect all wedding-day items

Services on the Wedding Day:

- 8 hours on the wedding day
- Oversee all vendor commitments and set up to ensure they fulfill your standards
- Set up assistance with décor, favors, place cards, etc. according to your specifications so you and your family can get ready without stress
- Manage event timeline throughout the day from photographs, ceremony, reception, etc. so the event stays on schedule and runs flawlessly
- Acceptance, distribution, and assistance with bouquets, corsages, and pinning of boutonnieres
- Assistance with pre-ceremony and post-ceremony photography
- Ensure all gifts and cards are moved to a safe location
- Assistance with lining up and execution of Grand Entrance
- Direct guests to ceremony, cocktail hour, and reception so no guest is confused as to where they should be and when

Please Note: Pricing is subject to change at any time. Contract must be signed in order to lock in pricing.



- Distribution of hard copy timelines to each vendor present on the wedding day to ensure no one is left without all updated details and timing
- Distribute final balances/gratuities to vendors as needed
- Pack up all items and load into wedding suite, designated car, etc. so no one is left to clean at the duration of the event
- Answer all questions and concerns of guests and family throughout the day so they feel attended to and taken care of
- Ensure everything runs as you have always imagined throughout your big day!