

## Day Of Coordination for Weddings & Events

You have made the plans, selected the menus, chosen the décor & identified every perfect detail.  
We ensure everything comes together on the Day Of so that you can relax & enjoy.

Tasks as broad as managing the timeline & flow of your day...  
as necessary as wrangling family so no one misses a photo...  
or as personal as steaming dresses & popping champagne...

We do it all on The Day Of.

Partial Day - 8 Hours: \$1200.00 | Mid Day - 10 Hours: \$1500.00 | Full Day - 12 Hours: \$1800.00

### Service Sampling:

- Introduction calls to vendors week of wedding
- Set up food, ensure getting ready space is tidy for photos, keep champagne flowing!
- Ensure hair & makeup are situated/equipped
- Accept day-of deliveries & ensure all items are packed for various destinations
- Stock limos with drinks/snacks/supplies
- Deliver all last-minute décor to venues
- Check-in on groom; deliver breakfast/lunch
- Facilitate guest transportation
- Manage transitions from getting ready to First Look/Ceremony to Reception introductions
- Ensure all important people are in the correct locations for transportation/photos
- Manage vendors & be main point of contact
- Answer all questions from vendors & guests and provide direction for seamless flow of the day
- Ensure all reception accessories are correctly placed
- Setup additional florals and décor as needed
- Bustle dress, touchups, ensure all are hydrated
- Secure gifts & pack all bridal party items
- Distribute gratuity and final payments

