



Wedding Coordination Packages

Month of Coordination - \$950

Let the countdown begin!

- Create wedding day timeline, and distribute to all key players (bride, groom, vendors, and bridal party as needed).
- Touch base with vendors two weeks prior to your wedding to review the timeline of your wedding day.

Practice makes perfect!

- Attend rehearsal at ceremony location (attending rehearsal dinner is not included, but can be added for an additional charge).
- Collect guest book, programs, unity candle, memorial candle and any other simple decor for ceremony. We will discuss how and where you would like these items set up.

Going to the Chapel!

- Arrive at your ceremony location two hours prior to the start of the ceremony to set up guest book, programs, unity candle, memorial candle and any other simple decor. (Additional decorating, or more complicated decor can be added for an additional charge).
- Greet vendors as they arrive and assist them with whatever they need.
- Touch base with any readers, musicians, ushers, groomsmen, parents/grandparents and distribute all corsages and boutonnieres.
- Give ushers a brief refresher on how you would like them to seat your guests.
- Guide processional for wedding party.
- Keep your wedding day timeline on track throughout your ceremony.
- Orchestrate your receiving line/sendoff from the ceremony.
- After the ceremony we will transport any items that need to make it to your reception (guestbook, extra programs, unity candle, memorial candle and any other simple decor for the ceremony. These items will be placed in a location that we have already discussed and determined together. Any items that are no longer needed, will get packed up and sent with a person of your choice (parent, friend, other family member).

Let's get this party started!

- Arrive early at the reception location to double check escort cards, table decor and touch base with on site manager to make sure that all of your wishes have been executed.
- Double check timeline and recap with all vendors. We will make sure everyone involved knows when you are doing your first dance, toasts, cutting the cake and any other traditions you will be doing.
- Orchestrate reception entrance. We will make sure that your DJ or band leader can pronounce everyone's name, and knows the order for the entrance. We will signal all those who are being introduced when they should enter.
- Orchestrate any traditions. We will hold your bouquet while you do your first dance, make sure your cake serving set is ready to go for you to cut your cake, and make sure mom and dad are nearby for their special dances.

All the little details!

- Above all else, we will be an advocate for the bride and groom throughout their special day. We will use our best judgement when handling any situations that may arise.
- We come with a stocked and ready to go emergency kit. Forgot tissues? Have a strawberry seed from your champagne stuck in your teeth? Broke a nail? Don't worry, we have everything you need to solve these situations.
- In the months and weeks leading up to your wedding, you will have unlimited email and phone contact with us to help you manage the details.