



## Month-Of (AKA Day-Of) Coordination Package

*"For the couple who has planned their wedding, but desire professional coordination and execution of their signature day. Relax and enjoy your celebration...leave the details to us!"*

### Planning Phase

#### ***Creating your wedding day blueprint:***

- ❖ Initial Event Timeline Development Meeting
- ❖ Develop, update & manage Event Timeline
- ❖ Develop & manage Wedding Day Checklist
- ❖ Develop and manage Production Schedule (including vendor set-up and strike)
- ❖ Final Event Timeline & Details Meeting

#### ***Coordinating the logistics and details:***

- ❖ Ceremony and Reception site walk-thru (Client secures location)
- ❖ Floor plan assistance
- ❖ Assist in planning Ceremony flow & formation

#### ***Coordinating the details with your contracted vendors:***

- ❖ Review vendor contracts (Client secures vendors)
- ❖ Coordinate logistics with venue & vendors
- ❖ Distribute & review approved Event Timeline and Production Schedule with vendors
- ❖ Final vendor confirmations

#### ***Providing on-going professional guidance:***

- ❖ On-going communication
- ❖ On-going etiquette advice

### Execution Phase

#### ***Coordinating your Rehearsal:***

- ❖ Orchestrate Ceremony Rehearsal
- ❖ Distribute and review Event Timeline with Wedding Party
- ❖ Review/deliver personal items

#### ***Coordinating and executing your wedding day:***

- ❖ Oversee set up of Ceremony and Reception site(s)
- ❖ Set up all personal items (including programs, favors, escort cards, cake items, etc.)
- ❖ Distribute personal flowers
- ❖ Coordinate & execute flow of Ceremony & Reception
- ❖ Coordinate Reception formalities
- ❖ Oversee all vendor commitments
- ❖ Deliver final payment and/or gratuities to vendors
- ❖ Ensure all Ceremony & Reception items are packed and placed in designated location
- ❖ Provide Emergency Kit
- ❖ Includes (1) Assistant Coordinator

Actual price dependant upon location,  
number of guests, and event details.

**ALL PACKAGES ARE CUSTOMIZED TO MEET YOUR NEEDS.  
CONTACT US TODAY FOR A COMPLIMENTARY CONSULTATION.**

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