



## preparation

- Up to 3 In-Person Planning Consultations/Sessions:
  - Timeline Session
  - Unlimited communication via phone + e-mail
- Assist with event floor plan
- Create detailed wedding day timeline for vendors and wedding party
- Detailed schedule for rehearsal, ceremony, and reception
- Marriage License Information
- Etiquette advisement
- Checklist of personal items needed for wedding day
- Receive all personal items for ceremony + reception {i.e. escort cards, guestbook, favors, etc.}

## vendor coordination

- Review vendor contracts, deposits, and payments
- Request and obtain copies of insurance certificates if required by venue
- Create vendor list with contact information, setup + strike times + provide to all necessary parties
- Distribute detailed setup + strike instructions
- Distribute wedding day timeline for vendors
- Distribute driving directions and maps
- Send final confirmations to vendor one week prior
- Relay final head count to appropriate parties

## wedding rehearsal

- Direct wedding rehearsal
- Organize wedding party for line up and placement
- Distribute timeline to wedding party

## wedding day

- Day-of wedding coordination {up to 12 hours}: overall management of wedding ceremony and reception
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members, and vendors
- Distribute flowers to wedding party and family
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc. {as per instructions}
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate with musicians on ceremony song selections
- Cue ceremony
- Review reception activities and timing with band or MC/DJ
- Audio/Visual check/test with parties involved
- Coordinate reception activities — grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payments and/or gratuities to vendors {paid by client}
- Coordinate transport of gifts and personal items into designated vehicle or hotel room

## notes

Additional Event Coordinator{s} required for weddings larger than 200 guests, specific properties, multiple locations, or shuttle transportation involved.

The following services may also be included in your customized comprehensive package:

- Additional Event Coordinators
- Additional In-Person Consultations or Vendor meetings
- Select vendor referrals
- Assist with out-of-town guest accommodations {hotel, transportation, events, etc.} + welcome bags/baskets
- Create and distribute directions, timelines, and visitor activities packet for out-of-town guests

Additional pre + post event a la carte services may include:

- Engagement Parties
- Engagement photoshoot styling
- Custom inspiration boards
- Miscellaneous graphic design
- Rehearsal dinner arrangements
- Sweet treats buffet
- Photobooth rental + service