

MONTH/DAY OF COORDINATION

This package is for you if you want to do all the planning but need someone to bring you to the finish line the weeks leading up to your wedding day and handle the day itself. Your goal is to have a planner execute your day so you can enjoy every moment. In this package couples will receive the following services:

Pre-wedding (starting 6 weeks before wedding day)

Completion of vendor contact list

2 in person consultations (1 is allotted for final details)

Discussion of the reception floor-plan layout + ceremony layout

Vendor contract review + creation of final payment schedule

Reception/Ceremony site visit + discussion of details

Last minute vendor recommendations (if required)

Creation of draft itinerary, including MC notes one month in advance of wedding

Creation of final itinerary + email to all relevant vendors and discuss

Coordinate wedding day rehearsal

WEDDING DAY

A lead planner + assistant for 12 hours (if required)

Oversee ceremony setup, places and seating of family

Direction of the ceremony processional

Coordinating, assisting, oversight of the setup/execution of the reception, assist vendors when needed

Setup of wedding accessories such as guest book, place cards, favors, etc.

Keep everyone on schedule

Acting as the point of contact for all vendors all day

Assisting the family, wedding party and guests as needed

Distributing final payments and gratuity to vendors (if preferred)

Dealing with any unforeseen hiccups

Oversee tear down (if required)

PRICE \$2200

Additional assistants are may be required based on the guest count and intricacy of set up. \$120 per extra assistant.

