

# MONTH/DAY OF COORDINATION

Pre-wedding (starting six weeks before the wedding day)

- Completion of a comprehensive vendor contact list
- Two in-person or video consultations, with one allotted for final details
- Reception floor-plan layout and ceremony layout
- Review of vendor contracts and creation of final payment schedule
- Reception/ceremony site visit and details discussion
- Provision of last-minute vendor recommendations, if required
- Coordination of vendor set up and tear down schedule
- Submission of all necessary documents to the venue, including menu choices, seating plan, and allergies/dietary restrictions
- Creation of a draft master itinerary and individual vendor itineraries
- Creation of the final itinerary
- Distribution to all relevant vendors and discuss
- Coordination of wedding day rehearsal

Wedding Day:

- A lead planner for 10 hours
- Overseeing ceremony setup, placement, and family seating
- Directing the ceremony processional
- Setting up the bridal suite and personal items, if required
- Coordinating setup/execution of the reception, and assisting vendors
- Setting up wedding accessories such as place cards, receiving table or seating chart
- Ensuring everyone stays on schedule, including the wedding party, officiant, venue staff, and MC/DJ
- Point of contact for all vendors throughout the day
- Assisting the family, wedding party, and guests as needed
- Distributing final payments and gratuity to vendors, if preferred
- Gathering personal items to the bridal suite before leaving



Investment \$2200