

A wedding is a set of details coming together on a single day to create an unforgettable event.

Day-Of Wedding Coordination Package

You most likely have spent numerous months planning, selecting and looking forward to your wedding day. Ironically, this is the last day you want to spend worrying about the things you spent so much time organizing. From coordinating the timing of the day, to ensuring favors are placed exactly as you envision, my goal is to take care of all of the details and make your day fabulous!

Pre-Wedding Planning (15 hours)

This is possibly the most important part of the wedding planning! I want to fully understand your overall vision and note all the details so I can execute your perfect day.

- One initial consultation one meeting two weeks prior to your wedding
- One meeting two weeks prior to your wedding
- Create timelines for both bridal party & vendors
- Confirm with all vendors 1 week prior to wedding
- Site visit

Wedding Rehearsal (up to 2 hours)

- Distribute wedding timeline
- Choreograph wedding ceremony processional & recessional

Day-Of Wedding Coordination (10 hours)

- Arrive 1.5 hrs prior to the start of your wedding
- Greet vendors & oversee set-up of ceremony & reception
- Coordinate start times with musicians
- Line up wedding party & cue ceremony
- Ensure Best Man / Maid of Honor have rings
- Retain marriage license for officiant
- Direct guests to the reception area
- Coordinate the transfer of flowers, security of gifts, guest book, etc., to the reception
- Direct the bridal party & family to area for photographs
- Arrange favors at place setting
- Arrange placecards
- Ensure cake table is properly arranged
- Cue Bride & Groom for first dance, cake cutting, bouquet toss, toasts and bridal dance
- Distribute final payments/gratuities as needed to vendors
- Arrange for transportation of gifts with designated person(s)
- The most important detail of all: The Bridal Emergency Kit! (just in case)

Because each wedding ranges in size, complexity and budget – I offer customized packages to meet your individual needs. Please contact me to schedule an appointment.

A signed contract and 50% deposit is required to secure your rehearsal and wedding date.