

## **{Wedding Coordination Package}**

**If you have designed your wedding and booked all your vendors, but need assistance the day of your wedding.. then this is the perfect service for you!**

### **Pre-wedding Day Services:**

(3- months before your wedding day)

- Create a planning checklist.
- Create a detailed timeline and plans for ceremony and reception as well as layouts.
- Create a detailed schedule for vendors.
- Review vendor contracts.
- Review BEO (Banquet Event Order) provided by catering company.
- Confirmation of all vendors, services and arrival times.

### **Meetings:**

**(Consist of 3 meetings)**

- Complimentary consultation.
- Venue walk through (2-3 months prior to your wedding).
- Final meeting (2-4 weeks prior to your wedding).

### **Wedding Rehearsal:**

- Coordinate wedding rehearsal.
- Collect any items needed to set-up for day of wedding (decor items or anything on the check list).
- Distribute wedding day itinerary to wedding party or family (location for pictures).
- Collect final payments for vendors.
- Collect wedding day items such as marriage license, guest book, place cards, cake knife /spatula, toasting flutes, favors, candles, programs.

### **Wedding Day Services:**

- Will be at your service all day beginning with vendor arrival.

- Wedding coordination from start to finish.
- Manage the flow and timing of the entire day.
- Liaison between wedding party, families and vendors.

**Ceremony:**

- Distribute bouquets and pin boutonnieres.
- Direct and oversee vendors as they set up to make sure all commitments are fulfilled.
- Line up and cue wedding party for ceremony.
- Ensure wedding rings are present.
- Ensure marriage license is signed.
- Collect and distribute wedding gifts, cards, and personal items to designated person.

**Reception:**

- Set up all decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife & spatula, toasting flutes, place cards, gift table).
- Direct and oversee vendors as they set up to make sure all commitments are fulfilled.
- Line up and cue bride & groom as well as the wedding party for the grand entrance.
- Work closely together with band or DJ maintaining & coordinating timeline for all events during reception.
- Cue Bride & groom for all planned events.
- Will communicate accordingly with banquet staff to ensure things are going smoothly.