

Day of Month of Coordinator Services and Pricing

Month of the Wedding (4 weeks out)

Leading up to the month of we are available to help answer questions, provide resources, and consult. Weekly meeting will begin 4 weeks out from the wedding.

- Conduct one wedding/reception site visit.
- Develop a contingency plan for outdoor ceremonies or inclement weather.
- Assist with vendor mediation and troubleshooting as needed.
- Manage vendors and coordinate final venue walkthrough.
- Create and manage the wedding day timeline to ensure smooth execution- to be produced one week before the event to ensure accuracy.
- Provide organizational tools to the couple (guest lists, floor plans, checklists, etc.)

Rehearsal and Day Of

- Provide on-site event management for the ceremony and reception.
- Receive and oversee deliveries, greeting vendors upon arrival.
- Coordinate, manage, and troubleshoot with all vendors on the wedding day.
- Supervise and participate in the ceremony and reception setup, ensuring all décor elements are placed correctly.
- Oversee the placement of guest place cards, wedding favors, gifts, bridal portraits, and guest books.
- Direct the rehearsal, ceremony, and reception, ensuring smooth transitions.
- Ensure the wedding timeline is followed from rehearsal through reception.
- Queue musicians and coordinate the wedding party for ceremony entrances and reception introductions.
- Ensure key reception events (cake cutting, first dance, etc.) stay on schedule.
- Handle unexpected issues and last-minute adjustments.
- Oversee all finishing touches to bring the couple's vision to life.
- Provide full access to an "Emergency Kit" for the couple and the wedding party.
- Participate in and oversee the breakdown of the ceremony and/or reception.
- Ensure the venue is cleaned according to specifications.