

# *Day of Month of Coordinator Services and Pricing*

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## **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.