

PLANNING AND COORDINATION



DAY OF WEDDING
COORDINATION

PARTIAL
PLANNING

FULL WEDDING
PLANNING

created to bring you a peace of mind
so you can be "hands off" the day of

you can handle the things you want
to and we will handle the rest

we do it all and make sure all the
details are perfect



DAY OF COORDINATION

. The following information will help you better understand what services we can provide to meet your day-of wedding coordination needs.

Prior to your Wedding Day

- Respond to unlimited emails and phone calls 2 months prior to your wedding date
- Provide etiquette advice
- Meet 2 months before the wedding to create comprehensive timelines of your wedding day from start to finish
- Provide timeline to vendors
- Confirm vendors logistics prior to the wedding
- Act as the point of contact for the wedding day vendors beginning one to two weeks prior to the event
- Attend final walk-through meeting with the reception venue

Wedding Weekend

- Coordinate the rehearsal to ensure it flows smoothly and to answer any questions
- Will conduct the rehearsal in the absence of an on-site/church coordinator
- Present entire wedding day
- Coordinate all dynamic facets of your day into a seamless and perfect event: vendor management, attend to guests needs & inquiries, facilitate solutions to unexpected challenging situations that may arise, etc.
- Assist bride and groom as required throughout the wedding day
- Oversee all wedding day deliveries
- Ensure the design of the venue appears as anticipated
- Organize and distribute of all personal flowers
- Direct the wedding party so they are in the proper place at the proper time
- Deliver payment to vendors requiring payment the day of the wedding
- Line up groomsmen and bridesmaids
- Fix all dresses prior to walking down the aisle
- Transport all personal items from ceremony to reception
- Coordinate events and announcements throughout the reception
- Organize the bridal party and guests for the Grand Entrance and Exit
- Collect gifts, toasting flutes, cake cutter, guest book or sign in, unity candle & pictures and ensure they reach the proper vehicle or on-site hotel room
- Handle all last-minute needs



PARTIAL PLANNING

. The following information will help you better understand what services we can provide to meet your partial planning and day-of wedding coordination needs.

Prior to your Wedding Day

- Establish a “To Do” list to guide the couple in planning their wedding
- Unlimited emails and phone calls 6 months prior to wedding
- Research and make vendor suggestions
- Schedule vendor meetings
- Keep track and send reminders of when payments are due.
- Create comprehensive timelines of the ceremony and reception
- Provide timeline to vendors
- Sit down with the Bride and Plan ceremony (including seating, processional, and recessional)
- Manage vendors once hired/selected
- Confirm all vendors (delivery times, items being delivered, etc.) the week prior to the wedding
- Attend final walk-thru meeting with the reception venue
- Transport all personal items to ceremony and reception venue (guest book, toasting glasses, etc.)

Wedding Weekend

- Coordinate the rehearsal to ensure it flows smoothly and to answer any questions
- Will conduct the rehearsal in the absence of an on-site/church coordinator
- Present entire wedding day
- Coordinate all dynamic facets of your day into a seamless and perfect event: vendor management, attend to guests needs & inquiries, facilitate solutions to unexpected challenging situations that may arise, etc.
- Assist bride and groom as required throughout the wedding day
- Oversee all wedding day deliveries
- Ensure the design of the venue appears as anticipated
- Organize and distribute of all personal flowers
- Direct the wedding party so they are in the proper place at the proper time
- Deliver payment to vendors requiring payment the day of the wedding
- Line up groomsmen and bridesmaids
- Fix all dresses prior to walking down the aisle
- Transport all personal items from ceremony to reception
- Coordinate events and announcements throughout the reception
- Organize the bridal party and guests for the Grand Entrance and Exit
- Collect gifts, toasting flutes, cake cutter, guest book or sign in, unity candle & pictures and ensure they reach the proper vehicle or on-site hotel room
- Handle all last-minute needs



FULL WEDDING PLANNING

. The following information will help you better understand what services we can provide to meet your full planning and day-of wedding coordination needs.

Prior to your Wedding Day

- Establish a “To Do” list to guide the couple in planning their wedding
- Establish a budget spreadsheet
- Unlimited emails and phone calls
- Assist with venue selection – will recommend venues based on your desires, will schedule venue visit meetings for you, will attend up to four venue visits with you
- Research and make vendor suggestions
- Schedule vendor meetings
- Keep track and send reminders of when payments are due.
- Help designing every detail of your wedding, right down to the menu cards and custom favors
- Create comprehensive timelines of the ceremony and reception
- Provide timeline to vendors, appropriate family members, and members of the bridal party
- Sit down with the Bride and Plan ceremony (including seating, processional, and recessional)
- Manage vendors once hired/selected
- Confirm all vendors (delivery times, items being delivered, etc.) the week prior to the wedding
- Attend final walk-thru meeting with the reception venue
- Transport all personal items to ceremony and reception venue (guest book, toasting glasses, etc.)

Wedding Weekend

- Coordinate the rehearsal to ensure it flows smoothly and to answer any questions
- Will conduct the rehearsal in the absence of an on-site/church coordinator
- Present entire wedding day up to 12 hours
- Coordinate all dynamic facets of your day into a seamless and perfect event: vendor management, attend to guests needs & inquiries, facilitate solutions to unexpected challenging situations that may arise, etc.
- Assist bride and groom as required throughout the wedding day
- Oversee all wedding day deliveries
- Ensure the design of the venue appears as anticipated
- Organize and distribute all personal flowers
- Direct the wedding party so they are in the proper place at the proper time
- Deliver payment to vendors requiring payment the day of the wedding
- Line up groomsmen and bridesmaids
- Fix all dresses prior to walking down the aisle
- Transport all personal items from ceremony to reception
- Coordinate events and announcements throughout the reception
- Organize of the bridal party and guests for the Grand Entrance and Exit
- Collect gifts, toasting flutes, cake cutter, guest book or sign in, unity candle & pictures and ensure they reach the proper vehicle or on-site hotel room
- Handle all last-minute needs



ADDITIONAL SERVICES

- Engagement party designing, planning, and coordination
- Assist with selection of wedding dress, bridesmaids dresses, groom & groomsmen attire and all accessories
- Prepare a unique ceremony and vows
- Assist with planning wedding showers
- Addressing and sending out wedding invitations
- Arranging transportation for the wedding party and guests
- Track RSVP's
- Gifts for the wedding party
- Plan a rehearsal dinner/party
- Send out thank-you cards
- Gift bag assembly for out-of-town guests
- Restroom baskets
- Wedding night picnic basket
- Hotel room decoration
- Favor creation and assembly
- Gift delivery after reception