

Day-Of Coordination

FIRST CLASS EVENT SERVICES



INVESTMENT STARTING AT
\$850

INITIAL CONSULTATION TO DETERMINE DREAMS, EXPECTATIONS, AND GOALS OF YOUR WEDDING DAY

SERVICE BEGIN AT THE 8-WEEK MARK

OVERSEE ENTIRE WEDDING DAY WITH (2) PROFESSIONAL CONSULTANTS

THREE CLIENT/PLANNER MEETINGS: MONTH-OF MEETING, ONE SITE VISIT TO CEREMONY AND RECEPTION FOR WALK-THROUGH, & RENTAL MEETING

UNLIMITED COMMUNICATION, VIA TELEPHONE, TEXT, & EMAIL

VENDOR RECOMMENDATIONS (ARE GIVEN IMMEDIATELY UPON BOOKING)

FULL VENDOR MANAGEMENT

FOLLOW-UP WITH ALL VENDORS TO CONFIRM DETAILS OF ARRIVAL TIMES, DELIVERIES, AND PICK-UPS

PROVIDE DETAILED TIME LINE FOR THE ENTIRE WEDDING DAY

PROVIDE WEDDING DAY ITINERARY FOR ATTENDANTS

FULL DIRECTION OF REHEARSAL, WEDDING CEREMONY, AND RECEPTION

ARRANGE TIME LINE FOR HAIR AND MAKE-UP FOR YOU AND YOUR BRIDAL PARTY

RECEIVE DELIVERIES AND GREET VENDORS ON THE DAY OF THE WEDDING

ARRIVE EARLY TO PARTICIPATE WITH VENUE DÉCOR SETUP

DISTRIBUTE FINAL PAYMENTS/GRATUITIES TO VENDORS

ARRANGE AND ORGANIZE FOOD AND BEVERAGES FOR YOU AND YOUR WEDDING PARTY AFTER CEREMONY

SUPERVISE PLACEMENT OF ALL PERSONAL DECOR ELEMENTS

PARTICIPATE AND OVERSEE THE ENTIRE SETUP AND FULL BREAKDOWN OF THE CEREMONY AND RECEPTION

COORDINATE WITH ENTERTAINMENT TO ENSURE RECEPTION EVENTS ARE ON SCHEDULE

FULL USE OF OUR "EMERGENCY KIT" FOR THE COUPLE AND WEDDING PARTY

TRANSPORT WEDDING GIFTS AND ALL WEDDING DÉCOR AT THE END OF THE RECEPTION

ENSURE CEREMONY AND/OR RECEPTION IS CLEANED TO VENUE SPECIFICATIONS

SERVICE BEGINS 6 MONTHS PRIOR TO THE SET WEDDING DATE

INITIAL CONSULTATION TO DETERMINE DREAMS,
EXPECTATIONS, AND GOALS OF YOUR WEDDING DAY

VENDOR RECOMMENDATIONS

OVERSEE ENTIRE WEDDING DAY FROM START TO FINISH WITH
(2) PROFESSIONAL CONSULTANTS

COLLECT ALL VENDOR INFORMATION

FOUR CLIENT/PLANNER MEETINGS

FOUR VENDOR MEETINGS FOR THE WEDDING PLANNER TO
ATTEND

REVIEW CURRENT BUDGET AND HELP MAKE ANY NECESSARY
CHANGES

OFFER EVENT DESIGN, THEME, AND DÉCOR ASSISTANCE

UNLIMITED COMMUNICATION, VIA TELEPHONE, TEXT, & EMAIL

FULL VENDOR MANAGEMENT

FOLLOW-UP WITH ALL VENDORS TO CONFIRM DETAILS OF
WEDDING DAY

COORDINATE AND PLAN ENTIRE WEDDING DAY FROM START TO
FINISH

DETERMINE CONTINGENCY PLAN

PROVIDE DETAILED TIME LINE FOR THE WEDDING DAY

PROVIDE WEDDING DAY ITINERARY FOR ATTENDANTS

FULL DIRECTION OF REHEARSAL, WEDDING CEREMONY, AND
RECEPTION

RECEIVE DELIVERIES AND GREET VENDORS ON THE DAY OF
THE WEDDING

DISTRIBUTE FLOWERS

ARRIVE EARLY TO PARTICIPATE IN RECEPTION DECOR SETUP

DISTRIBUTE FINAL PAYMENTS/GRATUITIES

ARRANGE AND ORGANIZE FOOD AND BEVERAGES FOR YOU
AND YOUR WEDDING PARTY AFTER CEREMONY

SUPERVISE PLACEMENT OF ALL PERSONAL DECOR ITEMS

PARTICIPATE AND OVERSEE THE ENTIRE SETUP AND ENTIRE
BREAKDOWN OF THE CEREMONY AND RECEPTION

HANDLE ALL COMMUNICATION WITH CHEF AND/OR CATERING
MANAGER

COORDINATE WITH ENTERTAINMENT TO ENSURE RECEPTION
EVENTS ARE ON SCHEDULE

FULL USE OF OUR "EMERGENCY KIT" FOR THE COUPLE AND
WEDDING PARTY

TRANSPORT WEDDING GIFTS AND ALL WEDDING DÉCOR TO THE
ASSIGNED ON-SITE DESTINATION

ENSURE CEREMONY AND/OR RECEPTION IS CLEANED TO
VENUE SPECIFICATIONS

MAKE SURE ALL FINISHING TOUCHES ARE COMPLETE

Partial Planning

FIRST CLASS EVENT SERVICES



INVESTMENT STARTING AT
\$1,800

Full-Service Planning

FIRST CLASS EVENT SERVICES

UNLIMITED CONSULTATION & COORDINATION HOURS WITH WEDDING PLANNER

2 HOURS CEREMONY REHEARSAL COORDINATION

10 HOURS WEDDING DAY COORDINATION

OVERSEE ENTIRE WEDDING DAY FROM START TO FINISH WITH (2) PROFESSIONAL CONSULTANTS ON YOUR WEDDING DAY

COMPLIMENTARY INITIAL CONSULTATION TO DETERMINE DREAMS AND EXPECTATIONS AND COLLECT ANY VENDOR INFORMATION

REVIEW WEDDING PLANS AND CREATE PERSONAL TOUCHES AND UNIQUE CONCEPTS FOR THE EVENT

LOCATE CEREMONY AND RECEPTION SITE(S)

COORDINATE AND MANAGE ALL RENTAL ITEMS NEEDED FOR WEDDING DESIGN

RESEARCH AND PRE-SCREEN ALL VENDORS WITHIN CLIENT EXPECTATIONS AND BUDGET

SCHEDULING OF ALL VENDOR APPOINTMENTS AND ATTEND VENDOR MEETINGS WITH BRIDE

NEGOTIATE AND DETERMINE THE BEST PRICING FOR CLIENT WITH PROSPECTIVE VENDORS

REVIEW VENDOR CONTRACTS AND KEEP AVAILABLE FOR FUTURE REFERENCE

QUEUE MUSICIANS OR MUSIC FOR CEREMONY

LINE UP AND QUEUE WEDDING PARTY FOR THE CEREMONY AND FOR RECEPTION INTRODUCTIONS

ARRANGE AND ORGANIZE FOOD AND BEVERAGES FOR YOU AND YOUR WEDDING PARTY AFTER CEREMONY

HANDLE COMMUNICATION WITH CHEF OR CATERING MANAGER

COORDINATE WITH VENDORS TO ENSURE RECEPTION EVENTS (CAKE CUTTING, FIRST DANCE) ARE ON SCHEDULE

TAKE CARE OF ANY UNEXPECTED OCCURRENCES

MAKE SURE ALL FINISHING TOUCHES ARE COMPLETE

FULL USE OF OUR "EMERGENCY KIT" FOR THE COUPLE AND WEDDING PARTY

TRANSPORT WEDDING GIFTS AND ALL WEDDING DÉCOR TO THE ASSIGNED ON-SITE DESTINATION (I.E. HOTEL ROOM/PARENTS' VEHICLES)

PARTICIPATE AND OVERSEE THE ENTIRE BREAKDOWN OF CEREMONY AND/OR RECEPTION

ENSURE CEREMONY AND/OR RECEPTION IS CLEANED TO VENUE SPECIFICATIONS

INVESTMENT STARTING AT \$2,500

ASSISTANCE WITH ALL DÉCOR RELATED ITEMS (FLOWERS, LINENS, COLORS, LIGHTING) FOR THE CEREMONY AND RECEPTION

DESIGN THE FLOW AND LAYOUT OF THE CEREMONY AND RECEPTION

UNLIMITED WEDDING AND RECEPTION SITE VISITATIONS

DETERMINE CONTINGENCY PLAN (FOR OUTDOOR CEREMONIES/IN CASE OF INCLEMENT WEATHER)

DESIGN A PLANNING CALENDAR AND DEVELOP A WEDDING BUDGET

ASSISTANCE WITH DESIGN OF ALL WEDDING STATIONARY (SAVE THE DATES, INVITATION, PROGRAMS, MENU CARDS, ETC.)

DELIVERY AND PICKUP OF INVITATIONS/WEDDING STATIONARY TO LOCAL STATIONER AND CALLIGRAPHER AS NEEDED

ASSIST WITH OBTAINING SPECIAL PERMITS, LICENSES AND/OR ADDED INSURANCE DICTATED BY VENUE(S)

ASSIST WITH VENDOR MEDIATION AND/OR TROUBLESHOOTING

ASSISTANCE WITH MARRIAGE LICENSE AND NAME CHANGE REQUIREMENTS

ASSISTANCE WITH ALL MUSIC SELECTIONS (CEREMONY AND RECEPTION)

ASSISTANCE WITH SEATING ARRANGEMENTS FOR GUESTS & WEDDING PARTY AT THE RECEPTION

MAKE TRANSPORTATION ARRANGEMENTS FOR BRIDAL PARTY AND/OR GUESTS

MAKE ACCOMMODATION ARRANGEMENTS (HOTEL ROOM BLOCKS) FOR BRIDAL PARTY AND/OR GUESTS

FOLLOW-UP WITH ALL VENDORS TO CONFIRM DETAILS OF ARRIVAL TIMES AND DELIVERIES

RECEPTION SITE WALK THROUGH WITH CATERER

FACILITATE DROP-OFF MEETING WITH THE BRIDE THE WEEK OF THE WEDDING TO RECEIVE ALL PERSONAL ITEMS FOR THE CEREMONY AND RECEPTION

RECEIVE DELIVERIES AND GREET VENDORS ON THE WEDDING DAY

COORDINATE, MANAGE, AND TROUBLESHOOT WITH ALL VENDORS ON THE WEDDING DAY

DISTRIBUTE FINAL PAYMENTS/GRATUITIES TO VENDORS AT THE END OF THE CONTRACT

SUPERVISION & PARTICIPATION OF CEREMONY AND RECEPTION SETUP TO ENSURE THAT DÉCOR ELEMENTS ARE SET OUT PROPERLY

PROVIDE DETAILED TIMELINE OF EVENTS FOR THE ENTIRE WEDDING DAY (FOR VENDORS)

PROVIDE ITINERARY FOR ATTENDANTS AND/OR FAMILY MEMBERS (SENT VIA EMAIL)

ORGANIZE CHILD-FRIENDLY ACTIVITIES AND/OR CHILDCARE FOR THE EVENT

OFFER ADVICE ON WEDDING ETIQUETTE AND PROTOCOL

PLACEMENT OF GUEST PLACE CARDS, WEDDING FAVORS, GIFTS, BRIDAL PORTRAIT AND GUEST BOOK AT SITE

DIRECTION OF THE REHEARSAL, CEREMONY, AND RECEPTION

DISTRIBUTE ATTENDANTS FLOWERS, BOUQUETS, BOUTONNIERE AND TOSS BOUQUETS

FOLLOW THROUGH FROM THE REHEARSAL, CEREMONY, AND THROUGH THE RECEPTION TO ENSURE THAT TIMELINE IS FOLLOWED

CORPORATE & PRIVATE EVENT PLANNING

INVESTMENT STARTING AT
\$3,500



Planning assistance begins immediately

Unlimited planning and coordination services leading up to the event

10 hours of event day coordination

(2) Professional consultants on your event day

Initial consultation to determine event expectations and goals

Review event plans and offer suggestions to be considered

Assist with locating and booking the venue, catering, and all necessary vendors for the event

Assist with the event design and décor for the event by offering décor ideas and suggestions

Design the flow and layout of the event

Vendor selections and contract negotiations

Vendor management (i.e. being the full point of contact for all of the vendors)

Provide guidance on menu choices

Develop event budget and help client stay on budget

Assistance with all rental items that are needed (linens, tables/chairs, décor items, etc...)

Offer unique and creative element suggestions to make the event more unique and special

Assist with entertainment and/or music selections

Follow up with all vendors to confirm details of arrival times, deliveries and pick-ups

Final walk through with necessary vendors to finalize event plans

Provide detailed timeline for day of event

Arrive early to oversee and ensure the venue is laid out and set up per your design

Make sure all finishing touches are complete

Receive deliveries and greet vendors

Coordinate with entertainment vendors to ensure event stays on schedule

Handle communication with catering manager throughout the event

Take care of any unexpected occurrences

Participate and oversee the entire breakdown of the event

Transport any event décor to the assigned on-site destination (i.e. personal car; storage room; etc...)