



full wedding coordination services

- ❖ complimentary initial consultation
- ❖ budget development + management
- ❖ create monthly wedding planning checklists
- ❖ assist with venue selection
- ❖ personalized vendor referrals based on budget and style
- ❖ up to {6} in person meetings
- ❖ attend up to {6} vendor meetings
- ❖ event design and décor development
- ❖ vendor deposit, payment and due date tracking
- ❖ ceremony and reception floorplan/layout development
- ❖ final venue walkthrough
- ❖ vendor contract review
- ❖ contact vendors to confirm details (starting 1 month out)
- ❖ rehearsal coordination (up to 2 hours)
- ❖ comprehensive event timelines for wedding party and vendors
- ❖ coordination and assistance with ceremony and reception setup
- ❖ ensure proper placement of programs, escort cards, place cards, favors etc.
- ❖ assist guests and wedding party as needed
- ❖ direct ceremony processional
- ❖ keep everyone on time and on schedule
- ❖ assist dj/mc with wedding day flow
- ❖ problem solve as issues arise
- ❖ secure all gifts and cards with person of your choice
- ❖ distribute final vendor payments and tips
- ❖ coordination and assistance with cleanup and breakdown at the end of the night
- ❖ unlimited phone and email correspondence

starting at \$4500



partial wedding coordination services

- ❖ complimentary initial consultation
- ❖ budget development + management
- ❖ create monthly wedding planning checklists
- ❖ up to {3} in person meetings
- ❖ attend up to {3} vendor meetings
- ❖ vendor deposit, payment and due date tracking
- ❖ vendor contract review
- ❖ contact vendors to confirm details (starting 1 month out)
- ❖ rehearsal coordination (up to 2 hours)
- ❖ comprehensive event timelines for wedding party and vendors
- ❖ coordination and assistance with ceremony and reception setup
- ❖ ensure proper placement of programs, escort cards, place cards, favors etc.
- ❖ assist guests and wedding party as needed
- ❖ direct ceremony processional
- ❖ keep everyone on time and on schedule
- ❖ assist dj/mc with wedding day flow
- ❖ problem solve as issues arise
- ❖ secure all gifts and cards with person of your choice
- ❖ distribute final vendor payments and tips
- ❖ coordination and assistance with cleanup and breakdown at the end of the night
- ❖ unlimited phone and email correspondence

starting at \$3000



day of coordination services

- ❖ complimentary initial consultation
- ❖ vendor contract review
- ❖ contact vendors to confirm details (starting {1} month out)
- ❖ comprehensive event timelines for wedding party and vendors
- ❖ coordination and assistance with ceremony and reception setup
- ❖ ensure proper placement of programs, escort cards, place cards, favors etc.
- ❖ assist guests and wedding party as needed
- ❖ direct ceremony processional
- ❖ keep everyone on time and on schedule
- ❖ assist dj/mc with wedding day flow
- ❖ problem solve as issues arise
- ❖ secure all gifts and cards with person of your choice
- ❖ distribute final vendor payments and tips
- ❖ coordination and assistance with cleanup and breakdown at the end of the night
- ❖ unlimited email correspondence

starting at \$1100