

"Stage" Month of Coordination

Pre-Wedding Day

Two (2) Client/Planner meetings- One site visit and one in store visit. (This does not include the initial consultation)

Email "check-ins" to ensure the planning is running smoothly and on track

Receive a general planning checklist

Master Wedding Day Itinerary

Confirm arrangements; check delivery date, arrival times, etc with all vendors

Detailed timeline will be sent the week of your wedding day to all vendors for review

Confirmation of all wedding vendors

Etiquette advisement, as requested

Wedding Rehearsal

Coordinate ceremony rehearsal (1 hour)

Distribute detailed wedding day itinerary to bride and groom. If and when emails are provided we can send a detailed itinerary to the bridal party and family members if desired.

Collect/Coordinate gratuities for specific vendors

Wedding Day

One lead and one assistant coordinator

Manage the flow and timing of the ceremony and reception (until cake cutting)

Act as a liaison between wedding party, family members, and vendors

Use of Bridal Emergency Kit - we'll be ready and available to solve any unexpected situations or emergencies

Distribute bouquets and pin flowers on attendants & family members

Direct photographer, videographer, musicians, rentals, florist, etc of where to set up

Oversee set-up of the ceremony to make sure all commitments are fulfilled

Distribute gratuities as needed

Set up all contracted ceremony décor (i.e. guest signing item, unity candles, programs, pictures, etc.)

Direct Ushers with programs and seating distribution

Line up and cue wedding party/musicians for ceremony

Collect all personal wedding items and gifts and deliver to reception site or designated person

Cocktail Hour & Reception (6 hours - Set Up Through Start of Teardown)

Set up contracted reception décor (i.e. favors, menus, cake knife, toasting flutes, escort cards, gifts, charger plates, etc)

Manage vendor set-up of reception and make sure all commitments are fulfilled

Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)

Cue Bride and Groom for all important events

Maintain & coordinate timeline for all events during the reception

Stay in communication with banquet staff to ensure things are going smoothly