



## WEDDING PLANNING ASSISTANCE & COORDINATION

- Initial consultation with the couple
  - Unlimited communication via phone or email (during office hours unless prior arrangements are made)
  - Vendor recommendations – if needed
  - Review all vendor contracts to establish overall details
  - Venue walk-through of ceremony and reception site
  - Detailed consultation one to two weeks prior to wedding to finalize plans
  - Final vendor confirmations the week of the wedding
  - Collect and organize wedding day items (i.e. favors, table assignments, marriage license, etc.)
  - Assist in directing rehearsal
  - Guarantee proper set up of wedding and reception site (i.e. vendor arrival, place cards, favors, and set-up; direct and cue wedding party and vendors)
  - Assist in the flow of wedding day events according to the timeline
  - Greet guests and direct them to the event area
  - Gather gifts and any personal items to be delivered to designated person
  - Communicate with on-site coordinator, banquet and catering staff
  - Ensure that you and your guests are comfortable and have all the attention and service you need
  - Use of wedding day “Emergency Kit”
  - Provide assistants if necessary determined by guest count and specific needs
- ~PLUS~
- Attend three vendor meetings of the clients choice
  - One additional in-person consultation with the couple
  - Creatively assist in overall design, theme, and vision
  - Personalized to-do list outlining both the couple’s and coordinator’s responsibilities
  - Assist in the creation of the layout diagrams
  - Ceremony processional/recessional planning
  - Detailed wedding day timelines for bride and groom
  - Detailed wedding day itinerary to be distributed to wedding participants and vendors