



WEDDING COORDINATION

- Initial consultation with the couple
- Unlimited communication via phone or email beginning six weeks prior to wedding (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

This package begins six weeks prior to the wedding day.