

Day Of Coordination

- services begin three months prior to the event
- unlimited phone and email communication
- monthly email check-ins to ensure discussed details no matter how far out you book
- two in person or virtual consultations to review details
- 10 hours of on-site assistance on the event day (additional hours are available)
- create a detailed day of timeline (includes key moments: first look, first dances, entrances, etc.)
- create a detailed photo shot list
- vendor management (confirm arrival times and any other details - 2 weeks or more prior to event day)
- vendor management on the day of (checking in)
- bridal party management on the day of
- check venue set up of ceremony, cocktail hour and reception - fix any errors that may come up
- set up all wedding elements (guest book, signage, favors, table numbers, memory table, escort cards, etc.)
- executing the schedule, keeping all vendors, bridal party, family members and guests on track
- assist bridal party and family photographs
- distribute final payments and gratuity to vendors
- access to a fully stocked wedding day emergency kit

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