



Wedding Day Coordinator

Wedding Day Coordinator – Starting at \$1500 (price may vary and is determined by client needs)

- A personal Wedding Day Coordinator
- A two hour consultation to review your wedding details and contracts with your Wedding Day Coordinator
- Access to your Wedding Day Coordinator for advice via telephone or email
- Creation of a wedding timeline, detailed checklists and contact sheets
- A one hour walkthrough and finalization meeting with your reception venue
- Confirm details with each wedding professional the week of the wedding
- Wedding Day check-in calls to the bride and groom
- Confirm possession of wedding rings prior to leaving for ceremony
- Two hours of wedding ceremony coordination typically including:
 - o Organization and set up of ceremony
 - o Distribution of flowers to bridal party and family
 - o Line-up bridal party and family for processional
 - o Cue/orchestrate wedding professionals for ceremony
 - o Organization of recessional and receiving line
- Five hours of reception coordination typically including:
 - o Maintain and coordinate timeline for all event during the reception
 - o Organize all wedding professionals and deliveries
 - o Cue bride and groom, bridal party, and parents for special events
 - o Deliver final payments and gratuities to wedding professionals
 - o Orchestrate bride and groom visiting guest tables
 - o Assist with gifts and personal items at the end of the event

