

JULIA, *as needed*

My favorite description of a wedding day simply states that a wedding is "an opportunity for joy ... a chance to set aside a whole day for eating and drinking and dancing and being together."

And I truly believe that for a couple, their families, and their guests, a wedding day is just that.

I also believe many minds, a whole lot of elbow grease, and **countless hours of prep** enable that opportunity for joy.

I believe **to-do lists, contracts, budgets, and timelines** must coordinate to create that beautiful day of eating and drinking and dancing and being together.

That's where I can help. Check out my services below and let me know how I can help pull together your

opportunity for joy.

Full(est) Service Coordination:

For when you... have made your big decisions, but want help executing on your ideas & a point person for the big day!

Day-Of Coordination:

For when you... have your day and *most* details figured out, but want help with timelining, vendor coordination, & finishing touches (& a point person for the big day)!

Consults, As Needed:

For when you... want to do the big day on your own, but have a few questions about best practices, schedules, design, etc.

Vendors, As Needed:

For when you... want to plan your own wedding, but are short on time and want help sorting through all the vendor options.

Extra Hours, As Needed:

For when you... just need an extra set of hands / eyes / hours / you name it to cross a wedding-something off your to-do list.

Full(est) Service Coordination

FOR WHEN YOU...

....have made your big decisions, but want help executing on your ideas & a point person for the big day!

PRE- WEDDING SERVICES

- Initial introduction and consultation
- Monthly check-ins via email and/or phone
- Formal coordinating meetings occurring eight weeks out, five weeks out, three weeks out, and week-of!
- Unlimited email / text / phone call availability for all the random questions
- Wedding weekend documentation finalized and distributed two weeks before wedding day
 - Itineraries & reminders for bridal party
 - Itineraries & reminders for family
 - Master vendor contact list
- Confirmation phone calls / emails with all vendors early wedding week
- Complimentary use of As Needed decor inventory (if driving distance)
- 15% discounts on *Vendors, As Needed* and *Extra Hours, As Needed* services

DAY - OF SERVICES

- Ceremony rehearsal coordination
- Rehearsal dinner setup & clean up assistance
- Assistance with transportation of decoration & supplies
- Guest favor & gift assembly
- Last minute snack / drink runs (!)
- Getting-ready-rooms setup
- Day saver kit
- Full ceremony & reception setup*
- Full ceremony & reception coordination (check out page 7 for details)
- Full ceremony & reception clean up*
- Couple's suite setup
- Transportation of gifts & decor to desired location

Day - Of Coordination

FOR WHEN YOU...

...have your day and most details figured out, but want help with timelining, vendor coordination, & finishing touches (& a point person for the big day)!

PRE- WEDDING SERVICES

- Initial introduction and consultation
- Formal coordinating meetings occurring four weeks out, two weeks out, and week-of!
- Unlimited email / text / phone call availability for all the random questions
- Wedding weekend documentation finalized and distributed two weeks before wedding day
 - Itineraries & reminders for bridal party
 - Itineraries & reminders for family
 - Master vendor contact list
- Confirmation phone calls / emails with all vendors early wedding week
- Complimentary use of As Needed decor inventory (if driving distance)
- 10% discounts on *Vendors*, *As Needed* and *Extra Hours, As Needed* services

DAY - OF SERVICES

- Ceremony rehearsal coordination
- Rehearsal dinner setup & clean up assistance
- Assistance with transportation of decoration & supplies
- Last minute snack / drink runs (!)
- Getting-ready-rooms setup
- Day saver kit
- Full ceremony & reception setup*
- Full ceremony & reception coordination (check out page 7 for details)
- Full ceremony & reception clean up*
- Couple's suite setup
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Consults, As Needed

FOR WHEN YOU...

...want to do the big day on your own, but have a few questions about best practices, schedules, design, etc.

HOW I HELP

This package is flexible. It can be whatever you need it to be! A few options below, but if you have other requests... just let me know. I am here, as needed!

- **Where do I start?** Congrats on your engagement! My primary piece of advice is enjoy it! Take a few weeks to be excited and don't rush into your Pinterest boards and wedding websites (I know it's hard). If you have decided to celebrate your marriage with a wedding (and if you are the first of your family, first of your friends, etc.), it can quickly become overwhelming. Use a consult to build the "vibe" of your wedding day(s), get a grip on what all needs to happen to bring your ideas to life, and/or talk through wedding planning / day tips & tricks
- **But how does it all come together?** If you have everything planned, all contracts signed, and all decorations packed & ready to go, but have spent hours trying to figure out what time the linens need to show up at the venue... this option is for you. Use a consult to talk through all the moving pieces and people involved in your wedding day. We will work together to build out your perfect timeline, allowing you to effectively communicate and plan with all your vendors and people
- **Did I do this right?** I often see couples completely the crush the wedding planning process, but right around two months from wedding day, a bit of doubt starts to creep into their minds. Use a consult to talk through all of your plans, details, and questions. Make sure that your plans are comprehensive, that you have all the to-do lists completed, and that your day(s) will be everything you've dreamed about!
- **Will this look good / make sense?** Questions about tablescapes, aisle decorations, where to put your ceremony tree planting supplies, how to tell people where to sit... you name it!

Vendors, As Needed

FOR WHEN YOU...

...want to plan your own wedding, but are short on time and want help sorting through all the vendor options.

HOW I HELP

Life is busy and wedding planning can take a lot of time. With all the different wedding websites, Insta profiles, TikTok video series, Google reviews, etc., it is easy to spend hours **identifying the perfect (please select one) florist / photographer / caterer / venue / makeup artist / hair stylist / baker / calligrapher / invitation suite / DJ / Etsy sign designer / videographer**... Allow me to take a few of those hours off your plate.

What you get:

- Initial consultation to talk through your vendor need, criteria, and budget
- Results of my vendor search
 - 3 - 5 vendor options
 - Service description & contact info
 - Confirmation that they are available on your date
 - Initial pricing proposal / estimate
- Vendor evaluation meeting to review the above results and discuss a decision plan

Extra Hours, As Needed

FOR WHEN YOU...

...just need an extra set of hands / eyes / hours / you name it to cross a wedding-something off your to-do list.

HOW I HELP

Life is busy and wedding planning can take a lot of time. And sometimes... we sign up for a bit more than we can handle. That is okay! This is a flexible package, so if you have a task request, just let me know. I've included a few examples below, but as always, I'm here, as needed.

- Address-gathering assistance
- Save the date / invitation envelope stuffing, addressing, & sealing
- RSVP tracking
- Hotel blocking
- Day-of printable signage creation (table numbers, menus, no phones, taxi numbers, hashtags, etc.)
- Day-of "big" signage creation
- Guest favor assembly
- Out-of-town guest welcome gifts
- DIY decor preparation
- Guest list and seat assignment assistance
- ...

What does a coordinator do on wedding day?

NOTE

A lot! Capturing everything that happens on a wedding day is challenging. The items listed (definitely not comprehensive and not in chronological order) are some of the little things I consider to be some of **my day-of responsibilities**.

MY JOBS

- Unpack decoration, supplies, etc. and make sure it all ends up in the right place
- Greet vendors, help them unload & setup
- Pick up breakfast / lunch for wedding party
- Direct guests to the right spaces
- Keep wedding party and family on schedule
- Send people down the aisle!
- Move gifts / cards to safe spot during reception
- Distribute tips to vendors
- Work with vendors to make sure they have everything they need
- Talk through details, music, and timing with the DJ
- Double check venue setup and the number of chairs / settings at each table
- Alert venue of any wedding crashers
- Ensure the venue is left / cleaned the way it needs to be
- Flip spaces, move chairs, move tables, move flowers, etc. for receptions
- Check in with couple throughout wedding to make sure they have everything they need / want
- Hold onto the marriage license and make sure it gets signed
- Alphabetize placecards
- Get drinks for the head table
- Run out to buy forgotten items (lighters, cake cutter, etc.)
- Light candles in reception space
- Pin boutonnieres
- Pick up / drop off the couple's dog for photos
- Hand out sparklers for (safe) magnificent exits
- Get important bags into the getaway car
- ...


J U L I A,
as needed

JULIA KEENE

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 @julia_asneeded

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2022 - 2023 EVENTS**