



Wedding Planner DeeDee I. Cohen (504) 669.5166

As your “Day of Wedding Planner/Coordinator” . . . I want you to enjoy a worry-free day!

Starting 60 days out . . . I will be there with you to make sure everything is organized and ready for your Wedding Day! Starting with your Rehearsal I will make sure it is exactly as you dreamed your Wedding Ceremony would go as well as your Rehearsal Dinner will go as far as menu and the personal toasts.

We will start with the Rehearsal of your Procession. You will decide how the Procession will go. Will you have your bridesmaids walk with the groomsmen? Or will the groomsmen stand at the alter with your soon to be husband? We will do one walk through to make sure everyone is comfortable and is ready for show time.

The Day of Your Wedding:

I will be working from your final timeline that we will create together.

I will go over the expectations of each one of your chosen vendors to ensure they understand their responsibilities. I will be your point of contact for your vendors.

I will be available to any guests should a question or issue arise.

Provide Wedding Attendant/ Management and oversee entire event.

- ♥ Ensure all vendors will arrive on time (will call vendors week of to confirm date and time of arrival)
- ♥ Assist any vendors that need help.
- ♥ Timeline and wedding day details distributed to vendors, so everyone knows what is going on and at what time.
- ♥ Assist the Bride in any way when getting ready.
- ♥ Make sure the venue is set up as per your wish.
- ♥ Will assist in venue set up as needed.
- ♥ Distribute bouquets and corsages to bridal party, attendants, and family members.
- ♥ Direct and line-up your bridal party for the ceremony.
- ♥ Direct the procession, cue musicians and or entertainment.
- ♥ Coordinate the change-over (for cocktail hour at reception)
- ♥ Make sure pictures run seamless and on time.
- ♥ Continue timeline throughout the night.
- ♥ Continuously re-apply your lipstick.
- ♥ Make sure you always have a cocktail or beverage.
- ♥ Distribute final payments and gratuities as needed to vendors.
- ♥ Organize your end of the night exit.



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- ♥ Retrieve wedding gifts/ cards and personally hand the cards/gifts to you at the end of the night.
- ♥ Arrange for ALL your personal items get packed up and given to a designated family member, room, and/or vehicle.
- ♥ Make sure the venue/caterer packs a Mid Night snack to go
- ♥ Wedding Day "Emergency Kit".

Planner Fee

\$1500.00

(\$200.00 deposit)

Thank you, and I am looking forward to planning with you!!

X _____

Agreed

Date

Forms of Payment Received:

Venmo - @DeeDee-Cohen-1

Cash Ap-

\$DeidreCohen

Zelle - 504-669-5166 Deidre Cohen