



### **MONTH OF COORDINATION OVERVIEW**

- Initial consultation session
- One site walk-through to establish the event style and determine the flow
- Provide guidance on wedding trends and etiquette
- Provide spreadsheets for tracking guest list, RSVPs, guest table assignments (and meal choices if applicable), shot list for the photographer, and a list of songs you wish the DJ to play or *not* play, etc.
- Weekly check-ins to make sure the planning is on track starting 6 weeks out

### **MONTH OF THE WEDDING**

- Create a detailed wedding day timeline, layout and contact list for all vendors
- Send timeline to all vendors 2 weeks prior to wedding date and receive confirmation from all vendors
- Set up and lead a final site walk-through with all necessary vendors
- Final planning meeting with the couple to go over all final details

### **WEEK OF THE WEDDING**

- Collect any wedding items that are being provided by the couple that are to be set up on the wedding day, such as candles, favors, toasting flutes, serving pieces, guest book, etc.
- Collect final payments and gratuities, from the couple, for vendors that will be passed out by Wedding Concierge on the wedding day ( please have checks in separately marked envelopes)
- Final confirmation of all details and vendor arrival times
- Send out final version of the day-of timeline and contact list if there were any changes made after the final meeting with the couple
- Coordinate ceremony rehearsal with the officiant and bridal party

## WEDDING DAY

- Attend and assist with directing the wedding ceremony
- Review rentals upon arrival
- Receive any other deliveries and greet all vendors
- Work closely with the catering staff and all vendors to ensure the set up is done according to all vendor contracts and the planned design
- Ensure transportation is coordinated properly and on time
- Provide access to our emergency kit (stain remover, hairspray, safety pins, Band-Aids, scissors, deodorant, straws, snacks, sewing kit, and much more)
- Set up all day-of details such as signage, escort cards, table numbers, menus, favors, etc
- Work closely with the photographer/videographer to ensure all details are captured
- Distribution of final payments and gratuities to vendors
- Oversee that lighting, sound, etc is set up as planned
- Final check of all guest tables to ensure number of seats and table numbers are as planned
- Cue the DJ/Band/MC as necessary for any announcements in order to remain on schedule (bridal party entrance, first dances, speeches, cake cutting, etc)
- The point person for all vendors throughout the setup and during the event should any questions or issues arise
- Assess and manage any last minute challenges

- Oversee the strike (breakdown and cleanup) of the venue at the end of the event
- Collection of any personal items (toasting flutes, guestbook, etc) and gifts and coordinate packing them into the car of a family member or friend that was decided ahead of time
- Coordinate the organization of all items to be picked up by rental companies, florist, etc
- Creation of Wedding Day Itinerary for VIP Family and Bridal party

MONTH OF COORDINATION PACKAGES START AT \$2,500\*

*\*General overview of service options - items can be customized from consultation. Final pricing can vary based on a number of factors (distance, venues, headcount, and more).*

*Most of my couples invest anywhere between \$2,500- \$3,500*

#### *Contact*

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*the knot*  
**BEST OF  
WEDDINGS**  
**2023**

