

# Wedding Coordination Packages

Congratulations on your upcoming wedding and thank you for your interest in hiring me to coordinate your Wedding activities!

Hiring a Wedding coordinator is one of the most important roles for your Wedding day. An experienced coordinator can provide the bride and groom with peace of mind so the couple can relax and enjoy their special day.

Below are 3 packages that I have created to ensure a successful and worry-free experience. Please keep in mind that these packages are provided as a guide for a wedding at one venue with up to 100 guest but can be tailored to meet your specific needs and price may vary depending on your location, guest count and logistics.

## **“Day of” Coordination – \$1800**

“Relax Package”- Wedding Reception Only, Onsite for entire reception, then some

- Coordinator will complete setup of site, making sure that floor plan/décor for ceremony and reception is according to the couple’s specifications.
- Instruct processional line-up during Ceremony
- Direct activities at the Reception from Grand Entry to Last Dance.
- Direct all wedding professionals and serve as the point person for every vendor to ensure timeline is followed.
- Prevent and fix any problems that may arise during the event.
- Remain easily accessible through the entire event in case there are any details the Bride & Groom would like attended to.
- Confirm who will be the responsible person for getting gifts and personal items from reception to final destination.
- Distribute final payments/gratuities to vendors at the end of the night
- 2 Check in phone calls/ emails up to 10 days prior to your wedding date to answer questions and review details

## **“Month Of PLUS” Coordination- \$2500**

“No worries Package”-One Site Visit, On site for entire Rehearsal and Reception, All access for month of, then some

- Includes all of the above.
- One Site Visit within month to help finalize layout and flow of activities
- Complete facilitation of wedding rehearsal which includes instruction on usher seating, family seating, wedding party processional, ceremony and recessional.
- Coordination of clean-up at Rehearsal Site.
- Help with family photography session after Ceremony
- Ensure all vendors receive timeline and details prior to wedding for input
- Check in phone call/email 3 months from wedding date to answer questions

## **FULL Wedding Coordination - \$5,000**

\*No limit Package"- I'm yours from the minute you book until your honeymoon

- Includes all of the above.
- Two Site Visits to create a layout and figure out best flow for activities
- Two in person meetings detailing how you envision your wedding
- Set-up and manage Rehearsal Dinner venue and event logistics.
- Work closely with all vendors to ensure all requirements are being met and paperwork is filled out appropriately
- Provide assistant Coordinator to help direct setup of Reception site while Coordinator will be at Ceremony site.
- Unlimited phone access during business hours
- Limited after hours phone access- text only please!

\*\*Additional services available- pricing varies: Venue/ Vendor search, Installations/ Lighting, Purchasing, additional visits/ meetings, etc.

### **Every Package Includes:**

- Initial phone call with couple to discuss all of the details you have planned and get an idea of how you envision your wedding day.
- Complete timeline with every detail from set-up to break-down.
- Communication with all vendors and confirm event details with them

### **What's Next:**

Once you decide to hire me as your Wedding Coordinator:

1. Relax. Get ready for a stress free and enjoyable planning process.
2. Brain Dump. Set up a time to speak over the phone or in person to discuss all of the details you have planned so far, vendors and we'll start a timeline and discuss next steps.
3. Leave the rest to me.