



Champagne Events

Wedding Coordinating Services

Services & Prices

Wedding Day Coordination Package **\$2,000**

This package is great for clients who want an event coordinator to manage and direct the wedding day and handle the logistics. Services begin about 1-4 weeks before the wedding, depending on the amount of work to be done.

The coordinator will...

- **Set up the ceremony items.**
 - Includes chairs, arch decorations, and aisle decorations.
- **Set up the reception items.**
 - Includes table cloths, centerpieces, table favors, placement cards, and decorations.
- **Set up and transport signs.**
 - Includes welcome signs, ceremony & reception signs, and table numbers.
- **Order and instruct the wedding ceremony rehearsal**
- **Verbally direct vendors and guests from space to space.**
 - (ceremony space > cocktail space > reception tables)
- **Create a written wedding day timeline.**
 - administered to all vendors and clients.
- **Pack up at the end of the night.**
 - Includes packaging items into the bins they were brought in.