

DAY OF COORDINATION

\$2000

Leading up to the Wedding...

Complimentary Introduction Call
1 Hour Phone Consultation 2 Weeks Prior to Your Wedding
Vendor Referral List Provided
30 Minute Walk-through Week of Wedding
30 Minute Ceremony Rehearsal
Wedding Planning Organization Checklists to Assist You
Timeline Creation Suited to Fit Your Vision
Final Calls the Week of Wedding to All Vendors

On Your Big Day...

One Day of Coordinator
Up to 10 Hours of Service
\$100 per hour after 10 hours
Add an Additional Coordinator for \$50/hr
Vendor Coordination Beginning Two Weeks Prior to Your Date
Venue Set-Up and Tear Down
Table and Chair Setup/Teardown Can be Added for \$750
Guest Coordination and Guidance
Distribution of Bouquets and Corsages as well as Pinning of Boutonnieres
Vendor Coordination Throughout the Entire Event
Processional and Recession Coordination
Manage All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc)
Maintain Wedding Timeline as it Fits Comfortably into Your Day
Vendor Coordination Throughout the Event
Maintain Cleanliness and Organization in all Aspects of Your Day
Provide Food and Drink Service to Bride & Groom the Entire Wedding
Distribute Final Payment & Gratuities to Vendors if Needed (paid by client)
Post Reception Tear Down and Clean-up (secure personal items, clean, organize, pack up decor)
Gifts and Personal Items to Designated Vehicle for Pick-up
Coordinate Your Sendoff

Idaho Concierge Company's Day of Wedding Coordination services are designed for couples who have finalized all their wedding details and simply need a professional to carry out these plans on their big day. Day of wedding coordination services will begin two weeks from your wedding date.

Our mission is to do all we can to guarantee that your Wedding Day is everything you dreamed it would be! We aren't a typical day of coordinator. We exceed your expectations by taking care of little things like getting your dinner plated, ensuring your drinks are full, making sure the bridal party and immediate family are always taken care. Wardrobe malfunction? No problem. Broken boutonniere? Fixed. We got you!

www.idahoconcierge.com/weddings

208.860.3074