



Seas Your Day

E V E N T S

COORDINATION PACKAGES



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WEDDING PACKAGES



CHAMPAGNE PACKAGE

\$1,700

Already planned every little detail about your wedding and are now trying to figure out how you can clone yourself to coordinate your own wedding?

This option is for the “hands-on” couples that want to enjoy their day and hand over the details.



WINE PACKAGE

\$3,150

Do you love the idea of planning your wedding, but become overwhelmed with all of the options?

This option is designed for couples that have some time to dedicate to their wedding planning, but would benefit from professional expertise to help with key elements.



GOLD PACKAGE

\$7,650

Does planning a wedding sound like too much to take on right now? Do you want to just enjoy your engagement & not have to worry about every little detail?

This option is designed for our couples that want a right-hand (wo)man to handle every little detail of their wedding day.

Champagne

PACKAGE

DAY - OF COORDINATION

\$1,700



PRE-WEDDING DAY

- Initial phone call to go over all of the fun details!
- Unlimited contact via email with Planning Liaison
- Receive a planning checklist from Seas Your Day Events to help stay on track
- Monthly e-mail “check-ins” to ensure the planning is continuing smoothly
- Planning portal to include timeline, floor plans, guest lists, etc.
- Creation of detailed wedding day timeline to be delivered to each vendor one week prior to wedding day
- Confirm all details with each of your vendors
- Access to preferred vendor list
- 30 day walk-through at venue to go over floor plan and all final details



REHEARSAL

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding day itinerary to wedding party and family
- Collect wedding day items including any decor items to bring to venue



WEDDING DAY (10 HOUR COVERAGE)

- Two assistant coordinators (5 hours each)
- Setup of all decor items including, but not limited to:
 - Ceremony decor
 - Cocktail Hour Decor
 - Reception Decor
- Act as liaison between wedding party, family members, venue and vendors
- Check-in all vendors and direct to proper setup location
- Access to Wedding Day Emergency Kit

Champagne P A C K A G E

DAY - OF COORDINATION



CEREMONY

- Reserve front row seats for designated family members/friends
- Distribute bouquets and pin flowers on attendants and family members
- Oversee set- up of the ceremony to make sure layout and décor are correct
- Direct Ushers with programs and/or seating distribution
- Line up and cue wedding party & musicians for ceremony
- Give marriage license to officiant
- Make sure appropriate person has rings and/or vows
- Collect all personal wedding items and gifts and deliver to reception site or designated person



COCKTAIL HOUR & RECEPTION

- Assist with bustle of wedding gown
- Bring couple appetizers and drinks
- Set up feature tables including, but not limited to:
 - Cake table decor
 - Escort and place cards
 - Gift Table
 - Sign-In Table, Etc.
- Coordinate smooth transition from cocktail hour to reception
- Line up and cue couple and wedding party for Grand Entrance
- Assist band or DJ in cueing important events including, but not limited to:
 - Introductions
 - Dances
 - Speeches
 - Bouquet Toss
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly
- Gather all of clients ceremony and reception décor (one assigned person will need to stay behind to load into vehicle)

Wine

PACKAGE

PARTIAL PLANNING

\$3,150




PRE-WEDDING DAY

- Initial phone call to go over all of the fun details!
- Up to Three (3) Client / Planner Meetings
- Up to Three (3) Vendor meetings for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer, etc.
- Unlimited contact via email
- Planning portal to include timeline, floor plans, guest lists, etc.
- Monthly e-mail "check-ins" to ensure the planning is running smoothly
- Receive a planning checklist and guidance from Seas Your Day Events to help stay on track
- Review vendor contracts and go over all rentals and details with each
- Confirmation of all wedding vendors
- Review of current budget and help make any necessary changes, adjustments, or cost cutting suggestions
- Creation of detailed wedding day timeline to be delivered to each vendor one week prior to wedding day
- 30 day walk-through at venue to go over floor plan and all final details



REHEARSAL

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding day itinerary to wedding party and family
- Collect wedding day items including any decor items (prior to wedding or day of rehearsal)



WEDDING DAY (12 HOUR COVERAGE)

- One assistant coordinator (8 Hours)
- One assistant coordinator (5 Hours)
- Setup of all decor items
- Act as liaison between wedding party, family members, venue and vendors
- Check-in all vendors and direct to proper setup location
- Access to Wedding Day Emergency Kit

Wine PACKAGE

PARTIAL PLANNING



CEREMONY

- Reserve front row seats for designated family members/friends
- Distribute bouquets and pin flowers on attendants and family members
- Oversee set- up of the ceremony to make sure layout and décor are correct
- Distribute any necessary final payments and vendor gratuities
- Direct Ushers with programs and/or seating distribution
- Line up and cue wedding party & musicians for ceremony
- Give marriage license to officiant
- Make sure appropriate person has rings and/or vows
- Collect all personal wedding items and gifts and deliver to reception site or designated person



COCKTAIL HOUR & RECEPTION

- Assist with bustle of wedding gown
- Bring couple appetizers and drinks
- Set up feature tables including, but not limited to:
 - Cake table decor
 - Escort and place cards
 - Gift Table
 - Sign-In Table, Etc.
- Coordinate smooth transition from cocktail hour to reception
- Line up and cue couple and wedding party for Grand Entrance
- Assist band or DJ in cueing important events including, but not limited to:
 - Introductions
 - Dances
 - Speeches
 - Bouquet Toss
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly
- Gather all of clients ceremony and reception décor (one assigned person will need to stay behind to load into vehicle)

Gold

PACKAGE

FULL SERVICE PLANNING

\$7,650



PRE-WEDDING DAY

- Initial blueprint meeting to get to know you and your fiancé and determine your desired wedding vision and put together a detailed plan
- Unlimited Client / Planner Meetings
- Unlimited Vendor Meetings
- Creation of personal wedding website
- Planning portal with access to floor plans, timeline, etc.
- Unlimited contact via email
- Venue research and selection after understanding your vision, style and budget. Seas Your Day will schedule site visits. We will assist with securing and finalizing the details once you've chosen your perfect wedding location!
- Full event design, theme and concept development. We will ensure your wedding design has that perfect feeling from beginning to end. Our design will include invitations, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.
- Creation of detailed wedding day timeline to be delivered to each vendor one week prior to wedding day
- Budget Construction, Analysis & Management (tracking of all and due dates)
- Secure all vendors and review contracts
- Creating and ordering invitations and tracking RSVP's
- Secure room blocks for out-of-town guests
- Assistance in arranging all transportation needs
- Favor assembly (not including cost of supplies)
- Assemble and deliver welcome baskets/gift bags (not including cost of supplies)
- Research activities and special events for out-of-town guests
- Rehearsal dinner location research, selection and coordination
- Final 30-day walk-through at venue to go over floor plan and all final details

Gold PACKAGE

FULL SERVICE PLANNING



REHEARSAL

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding day itinerary to wedding party and family
- Collect wedding day items including any decor items (prior to wedding or day of rehearsal)



WEDDING DAY (14 HOUR COVERAGE)

- One assistant coordinator (8 Hours)
- Two assistant coordinators (5 Hours Each)
- Setup of all decor items
- Act as liaison between wedding party, family members, venue and vendors
- Check-in all vendors and direct to proper setup location
- Access to Wedding Day Emergency Kit



CEREMONY

- Reserve front row seats for designated family members/friends
- Distribute bouquets and pin flowers on attendants and family members
- Oversee set- up of the ceremony to make sure layout and décor are correct
- Distribute any necessary final payments and vendor gratuities
- Direct Ushers with programs and/or seating distribution
- Line up and cue wedding party & musicians for ceremony
- Give marriage license to officiant
- Make sure appropriate person has rings and/or vows
- Collect all personal wedding items and gifts and deliver to reception site or designated person

Gold PACKAGE

FULL SERVICE PLANNING



COCKTAIL HOUR & RECEPTION

- Set up all the reception décor provided by couple
- Set up feature tables including, but not limited to:
 - Cake table decor
 - Escort and place cards
 - Gift Table
 - Sign-In Table, Etc.
- Assist with bustle of wedding gown
- Line up and cue couple and wedding party for Grand Entrance
- Assist band or DJ in cueing important events including, but not limited to:
 - Introductions
 - Dances
 - Speeches
 - Bouquet Toss
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly
- Gather all of clients ceremony and reception décor (one assigned person will need to stay behind to load into vehicle)

Design ONLY

PACKAGE

\$1,600



PRE-WEDDING DAY

- Initial consultation call to get to know you and your fiancé and to go over all the fun details!
- Unlimited contact with lead coordinator via email from the time of your booking to wedding day
- Access to our Preferred Vendors List
- Design Budget Construction or Analysis of current design budget (help making any necessary changes, adjustments, or cost cutting suggestions)
- Researching and booking all vendors related to décor and design and reviewing contracts
- Design Budget Management (tracking of all décor and design vendor costs, and due dates)
- One (1) collaborative event design and concept development meeting (via phone call, zoom, or in person) for:
 - Mood Board Creation
 - Color Scheme and Theme
 - Floral Design and Décor (includes centerpieces)
 - Table Designs (includes linens)
 - Rental Items
 - Stationary (includes guidance on wording of invitations, save the dates, RSVP cards, programs, menus, thank you cards etc.)
 - Signage
 - Favors
- One (1) meeting with decor vendor to see tablescapes design in person
- Creation of wedding day floor plan and décor list to be delivered to each vendor one week prior to wedding day
- 30-day walk-through at venue to go over the floor plan, décor locations and all final details
- Advisement of wedding etiquette and questions



WEDDING DAY (UP TO 6 HOUR COVERAGE)

- One assistant coordinator (6 Hours)
- Oversee the setup of ceremony, cocktail hour and reception to make sure the layout and décor are correct
- Act as liaison between venue and decor vendors
- Check-in all décor and design vendors and direct to proper setup location and ensure they are arriving on time

A-la Carte Options

CEREMONY & REHEARSAL ONLY - \$550 (2 Hours + 1 Hour Rehearsal)

- 1 hour rehearsal to go over songs, bridal party lineup, processional and recessional
- Reserve front row seats for designated family members/friends if necessary
- Distribute bouquets and pin flowers on attendants and family members
- Two coordinators to oversee rehearsal and ceremony
- Oversee final set-up of the ceremony to make sure layout and décor are correct
- Direct Ushers with programs and/or seating distribution
- Line up and cue wedding party & musicians for ceremony
- Make sure appropriate person has rings and/or vows
- Taking bridal party after ceremony to photo location
- Collect all personal wedding items and gifts and deliver to reception site or designated person

VENDOR COORDINATION - \$400 (4 Hours)

- Receiving all vendor information to create a master contact sheet
- Creating timeline that works best for couple and vendors
- Emailing timeline and expected duties of each vendor to them a week prior to wedding day
- Calling all vendors to see if they have any questions and make sure we are on the same page
- Following day-of timeline to assure vendors are arriving on time
- Letting each vendor know where they are to setup
- Creating floor plan for vendors
- Staying through arrival of all vendors (until before ceremony, later arrivals will be subject to additional charge)

DECOR SETUP ONLY - \$800 (4 Hours)

- Meet 30 days prior to wedding to go over list of all decorations that will be brought by couple
- Two coordinators to set up decor
- Creating floor plan of décor items
- Setup of all décor including, ceremony area, reception, and any additional locations at venue
- Pickup all décor items from couple in days before the wedding
- Set up feature tables including, but not limited to cake table decor, escort and place cards, gift table, sign-in table, Etc.

COCKTAIL HOUR & RECEPTION ONLY - \$900 (6 Hours)

- Meet 30 days prior to wedding to go over flow of day
- Two coordinators to follow day-of plan and assist breaking down decor
- Assist with bustle of wedding gown
- Line up and cue couple and wedding party for Grand Entrance
- Assist band or DJ in cueing important events including, but not limited to introductions, dances, speeches, bouquet toss
- Maintain & coordinate timeline for all events during reception
- Get appetizers, drinks and dinner plate for couple
- Stay in communication with venue staff to ensure things are going smoothly
- Gather all of clients ceremony and reception décor (one assigned person will need to stay behind to load into vehicle)

LOOKING FOR *more* INFO?

Holiday dates are subject to additional costs on all packages.

- New Year's Eve
- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Travel Fees:

Destinations more than two hours outside of Orlando are subject to additional costs.

Need help
planning your
other big events?
We're happy to
help!

Engagement Party

Rehearsal Dinner

Baby Shower

Welcome Party

Morning After Brunch

Considering an
All-Inclusive
option? Ask about
custom packages!

Want to learn more?

Click the link below to
[Schedule A Consultation Call](#)

OR

Email: hello@seasyourdayevents.com