

Eucalyptus & Rose

Month of Coordination Package

Starting at \$1400

- Up to 10 hours of Event Coordination on the day of your event
- Unlimited communication via Email & Telephone
- Personalized Online Client Portal filled with Planning Resources
- Assistance with decoration recommendations throughout the planning process
- Vendor recommendations that fit your style and budget
- Scheduled planning meeting 1 month before your event to solidify the final details
- Coordination of all vendor details: contract, arrival times, set up, guest count, etc.
- Detailed Wedding Day Resume - We will finalize the details of your day!
 - Wedding day timeline, venue floor plan, and vendor contact sheet will be distributed to the couple, all vendors, and venue coordinator
- Rehearsal Coordination up to 1 hour
 - We will rehearse the processional, family seating, and recessional with your wedding party & family members, ensuring that everyone knows their place!
- Day of Decor & Vendor Management
 - We will take your personal decorative items off your hands on the rehearsal date
 - All personal decorative items will be brought to the event venue and set up by E&R
 - Oversee vendor set up and assure all needs/requirements are filled
 - Oversee vendor break down, and distribution of gratuities to all vendors
- Coordination of all ceremony and reception highlights - ceremony cues, wedding party and couple's grand entrance, first dance, cake cutting, bouquet & garter toss, etc.
- Usher guests between ceremony, cocktail hour, and reception
- We will pack up wedding gifts, and all personal decorative items - items will be secured with designated person/vehicle
- Coordination of grand exit!