



## *Day-of Coordinator Package*

*\$800 + travel\**

### *Pre-Wedding Day:*

- Initial Consultation
- Unlimited Phone & E-mail Communication
- Custom Timeline & Itineraries for Wedding Day
- Obtain Vendor List and Become the Main Point of Contact
- Confirm Timelines and Deliveries with All Vendors Prior to Wedding
- Optional: Wedding Rehearsal Coordination (+\$150)

### *Wedding Day:*

- Unlimited Hours
- Vendor Management and Coordination
- Attend to Guests' Needs & Inquiries
- Solve Unexpected Issues
- Setup Stationary Items, Signs, Guest Book, Favors, etc.
- Organize Rings, License, etc.
- Arrange Final Payments/Tips
- Oversee all Deliveries and Setup
- Assist Client As Needed
- Ensure Design/Setup Matches Vision
- Help Wedding Party Stay on Task
- Provide Emergency Wedding Kit
- Line Up Wedding Party for Ceremony
- Move Any Personal Items to Reception from Ceremony
- Assist in Necessary Room Flips
- Coordinate Events/Announcements at Reception
- Organize Wedding Party & Guests for Grand Entrance
- Collect Gifts, Toasting Flutes, Cake Cutter, Guest Book, Ceremony Items, Pictures

\*Two hours of travel are included in this package. Any additional travel time will be charged at \$30/hour.