DAY OF WEDDING COORDINATION

***Pre-Production***

*As a consultant my role includes:*

*-Unlimited phone conversations and with you via telephone/email*

*-Assistance in budget determination and breakdown as needed.*

*-Discussion and conceptualization of theme, color, and style of Wedding Design.*

*-Recommendations of Wedding professionals and in each category that fit your event style and budget and provides you with suggestions, and guidance in making the final selections.*

*-Attendance at up to 3 vendor appointments of your choice.*

*-Up to 14 hours of professional in –person consultation time throughout the planning process.*

**As Wedding Day Coordinator my duties include:**

-*Visit to both ceremony and reception sites prior to the wedding.*

*-Development of a detailed wedding timeline and floor plan for contracted vendors and bridal party.*

*-Follow up telephone calls and emails to all contracted vendors 1-2 weeks before the wedding day.*

*-Wedding Rehearsal Supervision 2 hours maximum.*

*-On-site coordination and supervision of event staff at the ceremony site and during the reception for up to 10hrs on the day of your wedding.*

***Wedding Day Coordinator Duties***

* *Coordinate all aspects of wedding celebration*
* *Oversee check-in of rentals*
* *Create “steps of service” for catering team*
* *Coordinate all deliveries and installations of celebration in accordance with vendor contracts*
* *Coordinate distribution of final payments and gratuities*
* *Manage and coordinate transportation for family and guests*
* *Provide event emergency kit (including sewing kit, stain remover, etc)*
* *Provide and place restroom amenities basket*
* *Organize and set up escort cards, place cards and menu cards*
* *Oversee timely “flip” of room from ceremony to reception, if needed*
* *Conduct final lighting, sound and temperature inspection prior to guest arrival*
* *Conduct final seating and table check prior to guests welcomed to reception*
* *Cue all music changes and speeches with band/DJ*
* *Cue guest of honor and family for special moments including: cake cutting, toasts and dancing*
* *Serve as point person for all vendors—cueing timing throughout event*
* *Manage and remedy all moment-to-moment challenges*
* *Arrange favors (if applicable)*
* *Oversee strike of venue*
* *Double check return/pick up of all rental elements from caterer and floral designer*

*Pricing starts at $1500*