



Wedding Day of Coordination

You have spent months planning the details of your wedding, but who is going to see those plans are carried out on the day of the wedding? Your wedding day should be about relaxing and enjoying your special day, not answering vendor questions, setting up decor or stressing over the details. This package is a great fit for clients that would like to sit back and relax on the day of their wedding!!

Before the Wedding

- Complimentary consultation
- Access to our preferred vendor list.
- One face to face consultation appointment as wedding day approaches (typically scheduled within two months of wedding day). At this meeting we will do a "site walk through" of your ceremony and reception site to go over set up details.
- Final Timeline Preparation
- Distribution of the Day of Timeline to all Vendors the Week of Wedding
- Final Vendor Confirmations

Wedding Week Coordination

- Rehearsal Coordination and Instruction
- Collection of items at rehearsal to be brought and set up by us on Wedding Day such as: Decor Items, Photographs, Guest Books, Favors, Toasting Glasses, Cake Serving Set, etc.

Wedding Day Coordination

- Complete wedding day coordination with two wedding coordinators.
- Greet and assist of all vendors with proper set- up and design of ceremony and reception areas
- Set up all reception items including (but not limited to): Placecards, Guest book, favors, Photographs, candy bar, specialty linens, gift table, ceremony programs, menu cards.
- Be available to do last minute errands.
- Distribute and pin all corsages, boutonnieres, wedding personal flowers
- Queue Officiant, bridal party and ceremony musicians for ceremony
- Execution of the event according to the working timeline
- Coordinator to serve as liaison between the Client and vendors

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- Manage the timing of events for the bride and groom, family, wedding party and vendors.
- Be there by your side and available for any emergencies - Emergency Kit is included and always with us
- Round up, line up and cue the Wedding Party when it's time to walk down the aisle
- Make certain that all decor items from ceremony which will be reused at reception get to appropriate places
- Clean any of the "getting ready spaces" at ceremony site
- Make certain all candles are lit and last minute touches are done to the reception site
- Answer all guests' questions and concerns graciously throughout the day
- Coordinate all of your reception details - We will cue and prepare you through the evening:
 - Grand Entrance
 - Blessings and Toasts
 - Cake Cutting
 - First Dance, Father/Daughter Dance and Mother/Son dance
 - Garter Toss/ Bouquet Toss
- Ensure all vendors complete obligations and receive final payments at the completion of their job .
- Ensure the day runs on schedule to make sure you get all of your special touches in
- Keep track of, organize and pack everything up for you at the end of the evening
- Collect all of your wedding gifts, your guest book, pen, toasting glasses, cake top, table decor, etc and bring everything to your Honeymoon Suite, or Designated Car
- Ensure that the end of night transportation is running successfully

