

COORDINATION

For the couple that has done most of the planning but has loose ends that need tied up, or still wants advice, the Coordination package is for you

PHASE I - INITIATION OF CONTRACT

- + Portal Intro Call to get to know the couple, gather initial details and instruct on how to utilize the portal
- + Planning Portal Access for couple to use throughout the planning process.

- + Planning portal documents include, but not limited to:
 - Recommended Vendor List
 - Guest List Tracker
 - Budget Tracker
 - Important People Contact Sheet
 - Wedding Day Inventory Checklist

PHASE II - FOUR TO SIX MONTHS PRIOR THE WEDDING

- + Timeline creation planning call
- + Construction of Detailed Timeline
- + E-Introduction to all wedding vendors with copy of drafted timeline

PHASE III - THREE MONTHS PRIOR TO THE WEDDING

- + Planning call with lead coordinator to review:
 - Timeline
 - Detail Tracker
 - Planning Checklist
 - Decor Instructions and Agreement

- + Assistance with finalization of all remaining wedding tasks
- + Unlimited contact and coordination with wedding couple and vendors in the three months prior to the wedding
- + Onsite visit to ceremony and reception site prior to wedding
- + Wrap up meeting to finalize all details

PHASE IV - YOUR WEDDING DAY!

Complete Wedding Management and Day of Execution (up to 12 hours with 2 coordinators)

- + On-site Coordination of Ceremony
- + Place an decorative/personal items where they belong
- + Check to make sure someone has the rings
- + Check to ensure officiant has the marriage license
- + Ensure wedding party is in place and on time
- + Procession and Recession Coordination
- + Cue musicians if applicable
- + On-site Coordination of Reception
- + Vendor management

- + Guest management
- + Wedding party management
- + Timeline management
- + Set up of any personal items (i.e. escort cards, place cards, menus, favors, family photos, and card box)
- + Distribution of vendor final payments and tips
- + Ensure cards and gifts are with designated person
- + Breakdown of personal items after reception