

# Day of Coordination

Wedding Package



LAZULI  
PICNICS CO.

EVENT SERVICES

*You've already done the heavy lifting; we're here to execute it without a hitch!*

Get peace of mind and enjoy your day. We will take care of everything you've already planned and make sure your day goes smoothly. You won't have to worry about a thing and your day will be memorable and stress free.

We offer a no hassle, all-inclusive wedding package to make your decision easier. Add-ons are available, however, if you need something further than the all-inclusive package. Per hour hiring is also available if you'd just like a helping hand on the day of.

Our All-Inclusive Wedding Package Includes:

- Vendor Management
- Oversee Ceremony and Reception Setup & Tear Down
- Coordination of All Ceremony & Reception Activities



## **Timeline of our All-Inclusive Day of Wedding Coordination Package:**

### Get to Know Each Other Discussion

- High Level Discussion of Your Wedding Needs to See if We're a Good Fit!
- Overview of Contract

### First Consultation

- Overview look of Complete Bridal Profile
- Review of Ideas & Visions including but not limited to location, style, size of wedding.
- Vendor Management: Review current vendors and pending vendor decisions.
- Customized Task List

### Second / Mid Consultation

- Review Task List & revise list
- Review Vendors, Venue & Other Services.
- Discuss any additional services or items
- Provide revised payments

### Last Consultation Before the Big Days!

- Verification of all vendors and balances remaining
- Review any open items and contracts
- Floor Plan & Timeline discussion
- Discuss Music Selection

### Wedding Rehearsal

- Up to one hour of coordination of flow and details of wedding day including itinerary.
- Last minute check of bridal party placement.
- Transportation of limited items needed for ceremony and reception (vendor allowance dependent. Weight and height restrictions)

### Wedding Day!

- Service for up to 8 hours including coordination of set up and tear down. Each additional hour is \$40
- Last minute verification of any remaining balances
- Access to Emergency Bridal Kit
- Management of Vendors/Tips

## Add-Ons:



Additional Coordinator

\$135



Additional Hours

\$40/Hr



Snacks for Bridal Party

\$10/Person



DIY Help

Dependent on Project

Other add-ons not listed will be at the discretion of Lazuli Picnics Co. LLC



### **The Other Details:**

Day of Wedding Coordination Package starts at \$650 with no add-ons.

Per hour hiring costs \$50 per hour with a minimum of 4 hours to be paid for in advance following the same payment schedule as the Day of Wedding Coordination below. All additional hours will be billed after the event.

Coordination usually begins at least 2 months before your scheduled wedding day, depending on your needs. Check-ins will be done periodically at no additional charge and our email/text is always open for any questions or concerns. Phone calls are limited due to availability but will return phone calls in a timely manner.

Availability is limited, so please give yourself ample time to reserve your wedding day with us.

Events larger than 150 guests may require a second coordinator. Venues located 2 hours or 90 miles from Littleton, CO will incur a \$25 fee per 30 miles. Any weddings with tear down later than 10:00pm or tear down the following day may require an overnight stay and will incur a \$85 fee for said overnight stay for the safety of the coordinator. Overnight stay is dependent on time and location of event and is at the sole discretion of Lazuli Picnics Co. LLC

Setup & tear down help does not include any heavy lifting requiring more than 50 lbs or ladders and/or machinery.

It is the client's responsibility to choose all vendors and fill out the Bridal Profile in its entirety to ensure all details can be taken care of in a timely manner.

To book Day of Coordination, a deposit of \$100 upon booking with the remaining due 4 weeks before the wedding. Deposits are non-refundable after 1 week of booking.

Cancellations for services less than 2 weeks before the wedding can forfeit all monies. It is the client's sole responsibility to cancel or rescheduling vendors if Day of Coordination is terminated and cancelled. Refund of deposit will be issued if cancellation occurs within the 1 week period of original booking. We understand we are in crazy times and will work with you if Covid impacts your wedding day.

All items will be outlined in detail in contract. Deviances from this will be at the discretion of Lazuli Picnics Co. LLC.

Thank you for letting us be part of your special day!

