

# Deluxe Day-Of Wedding Coordination Package:

*The helping hands you need to ensure your big day is perfect!*

- Complimentary introductory in-person consultation
- Unlimited contact via phone & email one month prior to wedding for advice, questions and guidance
- Venue site visit and meeting 3 weeks prior to wedding date to discuss details, review vendor contracts, discuss day-of timeline and finalize BEO
- Attend and run ceremony rehearsal (up to 1 hour)
- Organization and cuing of wedding party for processional
- Final day-of timeline creation, vendor contact list and set-up list
- Vendor confirmation (1 week prior to wedding)
- Confirmation of ceremony & reception floor plans, seating arrangements and place settings
- Setup of personal display and decor items for ceremony & reception (programs, place cards, guest book, photos, centerpieces)
- Management of transition between ceremony & reception (moving decor items, personal items and guidance of guests)
- Continued management of timeline throughout reception (timing of Grand Entrance, toasts, first dance, etc.)
- Cleanup of all personal items and gifts at conclusion of event (based on timing- additional hours may be required for full cleanup)
- Distribution of final payments/tips for vendors
- Day-Of wedding emergency kit
- Day-Of Coordination including up to **12 hours** onsite with 2 Coordinators