

Lead coordinator on-site from 9am through load out, with an assistant for seamless execution.

PLANNING SUPPORT & MEETINGS:

4 Essential Check-Ins to Ensure a Flawless Day.

6 Months Out:

for a comfortable pre-ceremony experience

3 Months Out:

Progress check-in and timeline review.

2 Months Out:

Progress check-in and timeline review.

1 Month Out:

Progress check-in and timeline review.

30-DAY VENDOR COORDINATION TAKEOVER:

Serve as the primary point of contact for all vendors, ensuring smooth communication and execution of contracts and timelines.

CEREMONY & REHEARSAL DIRECTION (ON-SITE CEREMONIES ONLY):

- **Rehearsal Walkthrough:** Coordination of the processional, recessional, and key ceremony details.
- **Day-of Ceremony Management:** Directing vendors, cueing the wedding party, and ensuring a seamless ceremony flow.

EVENT SET-UP & STYLING:

- **Confirm and refine room layout** for optimal flow.
- **Oversee and assist with table and chair setup, linen placement, and décor arrangement** to align with your vision.
- **Set up ceremony décor** (aisle markers, altar pieces, etc.) and additional event spaces as needed.
- **Place and arrange rental items** such as chargers, centerpieces, signage, and other decorative elements.

EVENT WRAP-UP & CLEAN-UP ASSISTANCE:

- **Repack and stage client-provided décor** for easy post-event retrieval.
- **Coordinate final pickups** for any post-event retrievals by clients or vendors. communication and execution of contracts and timelines.

This includes catering, decor/rental, photography, entertainment and any event related vendors. Hair/makeup, Personal vendors, non-event related vendors are not included in this coordination package.