

PINK PEONY

W E D D I N G S & E V E N T S

Basic Day-Of Wedding Coordination Package:

You plan it, we execute it!

- Complimentary introductory in-person consultation
- Final planning meeting ~2 weeks prior to wedding date to discuss details, review vendor contracts, discuss day-of timeline and finalize BEO
- Organization and cuing of wedding party for processional on wedding day
- Final day-of timeline creation, vendor contact list and setup list
- Vendor confirmation (1 week prior to wedding)
- Confirmation of ceremony & reception floor plans, seating arrangements and place settings
- Set-up 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 through conclusion of dinner (timing of Grand Entrance, toasts, etc.)
- Distribution of final payments/tips for vendors
- Day-Of wedding emergency kit
- Day-Of Coordination including up to 10 hours onsite with 2 Coordinators

• **Ready to put us to work? Contact us at
hello@pinkpeonyeventsmn.com!**