

# Month-Of Wedding Coordination Package:

*Relax, and let us tie up those loose ends!*

- Complimentary introductory in-person consultation
- Unlimited contact via phone & email 2 months prior to wedding for advice, questions and guidance
- Coordination and communication with all vendors 4 weeks out from wedding date
- Venue site visit and meeting 3 weeks prior to wedding date to discuss details, review vendor contracts, finalize BEO, set-up list and day-of timeline
- Available for last minute errands the week of the wedding (i.e. delivery of welcome bags)
- Attend and run ceremony rehearsal (up to 1 hour)
- Organization and cuing of wedding party for processional
- Final 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 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