



Services & Packages

Service	<u>Day-of Coordinator</u>	<u>Month Out Coordinator</u>	<u>Planning Assistant</u>	<u>Event Laborer</u>
Be available through phone or email and respond promptly to all questions and requests leading up to your wedding	✓	✓	✓	✓
Provide assistance when planning ceremony lineup, processional and recessional	✓	✓	✓	
Collaborate with your Officiant to run your Wedding Rehearsal	✓	✓	✓	
Reach out with an Introductory email to all your hired vendors	✓	✓	✓	
Participate in Google Meet/Zoom call to finalize wedding details, timeline, floor plan, decor, etc (2 weeks prior to wedding date)	✓	✓	✓	
Follows day-of timeline, built by the Bride & Groom	✓			✓
Builds wedding weekend timeline using website Timeline Genius. Invites you, the Bridal party and all vendors to collaborate & view		✓	✓	
Attend venue walkthrough 3+ weeks prior, walking through all the details, layout, & flow of events. Afterwards, we will update the timeline with site details.		✓ (Additional Fee)	✓	
Conducts confirmation phone calls to all your hired vendors- walking through the timeline, finalizing details, and go over vendor arrival/departure times (1 ½-1 week prior to wedding)		✓	✓	

Provide you with recommended wedding vendors as requested	✓	✓	✓	✓
Provide you with a list of recommended wedding vendors who have your date available			✓	
Provide a year-out wedding planning timeline			✓	

The following is **included in all packages above (except Event Laborers)**:

Day-of Wedding Preparations

- Upon arrival, check in with Bride for any last minute changes/instructions
- Ensure your vendors are on time and prepared. Assist them with anything they need (locating outlets, dimming lights, staying hydrated and on schedule)
- Oversee Ceremony decorating and ensure all necessary items are where they should be (Unity candle, aisle runner, broom, handfasting items, podiums, microphones, etc)
- Double check Reception table numbers match floor plan, chairs match guest count for each table, set up escort cards, gift table decor, guest book, and cake table decor
- Oversee Reception decorating (by your florist or decorator) and ensure all necessary items are where they should be (cake cutting tools, toss bouquet, toasting flutes, etc)
- Oversee that all Escort Cards, Bathroom baskets, Centerpieces, Memorial Photos, are in place
- Greet Bride, Bridesmaids and Parents upon arrival at Ceremony location and escort them to Bridal Lounge or designated area. Giving each a lookover to ensure no pin, thread, strap, etc is out of place
- Assist florist and Bridal party and parents with flower distribution, corsage pinning, and filling flower girl baskets
- Greet Groom and Groomsmen upon arrival at Ceremony location and assist with Boutonniere pinning, tie adjusting, offer lint roller, etc

Ceremony Assistance

- Ensure programs are being handed out, readers are in attendance, and ushers are ushering guests to their seats (making sure handicap guests have unobstructed seating)
- Assist Bridal Party with Ceremony line-up
- Check in with Officiant, Musician and Best Man to make sure everyone has what they need and are ready to go
- Oversee the processional, sending each person down the aisle at appropriate pace
- Make sure Bride's dress and train are perfect before sending down the aisle

During Cocktail Hour

- Escort the Bridal party after the ceremony to photography location
- Guide guests (with a friendly smile) in the direction of Cocktail Hour
- Assist your photographer in gathering the Bridal Party and family members for pictures as needed
- Bustle Brides gown (if needed), secure veil assist with shoe/dress change, etc
- Make sure all the finishing touches are completed by your hired vendor team such as all candles lit and everything is as you wished before allowing your guests into the Reception

During your Reception

- Greet your guests and make sure they sign in, help locate their escort card/table, and direct them where to put their gift at Reception
- Collaborate with the DJ/MC and photographer to coordinate Bridal Party line up and entry into Reception
- Provide a "go between" between you and your hired Vendors and keep everyone on the timeline
- Give very special care to Parents and specially designated people
- Assist with cake cutting, bouquet toss, garter toss, etc (if applicable)
- Distribute your Gratuity envelopes to your vendors, as needed
- Gather gifts and personal items and ensure they reach the designated family member, house, or vehicle

Overall Care

- Handle any emergencies or crisis that can arise with knowledge, respect, and dignity
- Carry a "survival kit" with over 60 items (mints, tape, Band-Aids, bobby pins, Benadryl, etc)

Additional Services & Fees

<u>Service</u>	<u>Description</u>	<u>Cost</u>
Ceremony seating	Unstack and place ceremony chairs in uniform rows, creating a wide aisle down the center. Curved seating can be requested with an additional fee of \$0.25 per chair.	\$1.00 per chair
Repurposing Ceremony Chairs	After the ceremony, as guests head to cocktail hour and the Bridal party is in photos, my team will move the ceremony chairs to the reception location, matching chairs to the place settings at each table.	\$1.75 per chair
Venue walk through	For those who select a Day-of or Month-Out Coordinator, a 1 ½ - 2 hour tour of the property, including typed notes shared with B	\$140

	‡ G and venue. Floor plan of property also drawn up. Cash payment due the day of the visit only	
After Party Coordination	Put beverages on ice, music set up, late night snacks coordinated, set up s'more bar, labor only, not additional time on site	\$350
After Party Closure	Venue clean up and break down, Transportation coordination, Light Housekeeping of Rental house/getting ready location, labor only, not additional time on site	\$550

Event Laborer:

For those that seek a day-of laborer, please inquire how I can build a team to assist you with your needs. Laborer tasks might include:

- Set up ceremony seating
- Move tables
- Drop linens
- Unstack chairs
- Place chairs at tables
- Set up buffet tables
- Set up buffet sterno & signage
- Bus tables
- Scrape plates & rack them
- Break down buffet
- Take out the trash
- Package up leftovers in provided containers
- Remove linens and package in clear bags
- Stack chairs
- Collect recyclables

We require a ratio of one laborer per 20 guests. Event Laborer rates start at \$1,250 with a travel fee added to venues over 30 minutes away.

