



You've made the choice to get some help with your wedding/event. Great! What service is right for you? Use the chart below to see what your needs are and [the package](#) that best meets them.

Service	Event Coordinator	Event Laborer
Free, no obligation informational phone call	✓	✓
Provide vendor recommendations	✓	✓
Meet at your venue for a tour and plan out the layout	✓ (Additional Fee)	
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)	✓	
Conducts confirmation phone calls to all your hired vendors- walking through the timeline, finalizing details, and go over vendor arrival/departure times	✓ (Month-out and Planning Assistance only)	
Follows day-of timeline, built by the Bride & Groom	✓ (Day-of)	✓
Builds wedding weekend timeline using the website Timeline Genius. Invites you and all your vendors to collaborate & view	✓ (Month-out and Planning Assistance only)	
Attends wedding rehearsal	✓	
Arrives 3 (or more) hours prior to Ceremony	✓	✓
Sets out your decor items & decorations	✓	✓
Sets up your assigned seating cards/charts	✓	✓
Moves tables and covers them with linens		✓

Places your centerpieces on tables	✓	✓
Sets up sterno and buffet signage & utensils		✓
Sets up ceremony seating	✓ (Additional Fee)	✓
Monitors buffet, refills as needed. Keeps it tidy		✓
Greets the arrival of Vendors and works with them throughout the event to stay on schedule	✓	
Guides guests to and from each event, assists them with finding things like the restroom and card box	✓	
Attends to the Bride & Groom throughout the event. Getting them something to eat/drink, etc	✓	
Assists with ceremony line up, reception introductions, cake cutting, toasts, etc	✓	
Double checks reception tables have correct number of seats, place settings, etc	✓	
Move ceremony chairs to reception tables	✓ (Additional Fee)	✓
Busses tables (removes dirty plates, glasses, etc)		✓
Collect recyclable cans & bottles		✓
Takes out the trash & replaces trash bags		✓
Break down the buffet. Can reset for dessert		✓
Scrape plates, stack and re-rack for rental co.		✓
Collects personal items and decor at the end of the night (if time on property includes closing hour)	✓	✓
Removes table linens and places them in clear plastic bags (if time on property includes closing hour)	✓	✓
Coordinate the arrival and departure of guest transportation	✓	
Coordinate special events like Sparkler Send-off, Firework displays, the Shoe Game, Anniversary Dance, Bouquet Toss, etc	✓	

Package up leftover food in provided to-go containers		✓
Handle emergencies that pop up related to bridal party, guests and vendor teammates	✓	
Bring a extra large Emergency Kit with wedding day essentials	✓	
Pass out your gratuity envelopes and final payments to vendors	✓	
Setup after party activities like bonfire, s'more station, etc	✓ (Additional Fee)	

Now that you know you want a Coordinator—which one? [Use this chart](#) to help you pick between a Day-of, Month-out or get some extra help with Planning Assistance!

