



Day of Coordination Wedding Planning

Package: Services Included

Timeline Creation and Management: Developing a detailed timeline for the wedding day, including ceremony start time, reception start time, vendor arrivals, key events (like first dance, cake cutting), and any other important moments. Managing the timeline throughout the day to keep everything running smoothly.

Vendor Coordination: Contacting and confirming details with all vendors (e.g., florist, photographer, caterer, DJ, venue) to ensure everyone is on the same page regarding arrival times, setup requirements, and any specific needs.

Venue Walkthrough: Visiting the venue prior to the wedding day to familiarize themselves with the layout, discuss setup requirements, and address any logistical concerns.

Final Details Confirmation: Confirming final details with all vendors a few days before the wedding to ensure everything is in place and any last-minute changes are addressed.

Rehearsal Coordination: Leading the wedding rehearsal to ensure that the wedding party knows their roles, the ceremony order is clear, and any special instructions are communicated.

Setup Supervision: Overseeing the setup of ceremony and reception spaces, ensuring that items are placed correctly, and that everything is arranged according to the couple's vision and the design plan.

Ceremony Management: Directing the ceremony processional and recessional, ensuring that music cues are followed, and coordinating any special elements (such as readings or rituals).

Reception Coordination: Managing the flow of events during the reception, including introductions, toasts, and formal dances, to keep everything on schedule.

Problem Solving: Handling any unexpected issues or emergencies that may arise on the wedding day, such as vendor delays, inclement weather, or other unforeseen circumstances.

Guest Assistance: Acting as a point of contact for guests who may have questions or need assistance during the wedding day.

Gift and Personal Items: Coordination: Collecting any gifts or personal items at the end of the night and ensuring they are safely transported to the designated location.

Vendor Payment Distribution: Distributing final payments to vendors at the end of the event, as specified by the couple.

Cleanup Oversight: Supervising the breakdown and cleanup of the ceremony and reception spaces to ensure that the venue is left in good condition.

On-Site Point of Contact: Being available throughout the day to address any questions or concerns from the couple, vendors, or venue staff.