

## Day-Of Wedding Coordination Services

Pinot Grigio	Sauvignon Blanc	Chardonnay
<i>Guest Count: 10-50</i> <i>Event Length: 4-5 hours</i> <i>Event Activity Level: Fair – Moderate</i>	<i>Guest Count: 51-90</i> <i>Event Length: 5-6 hours</i> <i>Event Activity Level: Moderate – Full</i>	<i>Guest Count: 91 +</i> <i>Event Length: 6+ hours</i> <i>Event Activity Level: Moderate - Full</i>
<div data-bbox="483 162 661 292" style="position: absolute; transform: rotate(-15deg); border: 1px solid black; padding: 5px; font-weight: bold; font-size: 1.2em;">\$ 850.00</div> <p><b>DAY-OF Coordinator</b>  <b>6 Hours on-site day of wedding coordination</b></p> <ul style="list-style-type: none"> <li>• Consultations via email/telephone</li> <li>• Scheduled confirmation meeting 10 (ten) days prior to event</li> <li>• Visit to the ceremony and the reception site prior to the wedding *</li> <li>• Assistance with the coordination of wedding rehearsal prior to wedding day *</li> <li>• Coordinator to create timeline and furnish to vendors, suppliers, service providers and bridal party</li> <li>• Oversees the decor setup</li> <li>• Sets table names, place cards, favours and like items accordingly</li> <li>• Oversees the work of all vendors</li> <li>• Management and coordination of the entertainers, musicians, and/or DJs involving flow and announcements</li> <li>• Assignment of custodian for gifts + cards received</li> <li>• Facilitation of wedding ceremony</li> <li>• Management of Cocktail Hour for the guests after the wedding ceremony</li> <li>• Management of guests and guest seating during the reception</li> <li>• Oversees ushers and guest book attendants</li> <li>• Services exclude cleaning of the reception venue and heavy lifting (greater than 50 lbs.)</li> <li>• Wedding day Coordination and supervision for up to 6 hours, not to exceed past 12 AM.</li> </ul> <p><small>* Additional fees may apply as these items fall outside of "DAY-OF responsibilities"</small></p>	<div data-bbox="1134 162 1312 292" style="position: absolute; transform: rotate(-15deg); border: 1px solid black; padding: 5px; font-weight: bold; font-size: 1.2em;">\$ 1,100.00</div> <p><b>TWO-WEEK Coordinator</b>  <b>10 Hours on-site day of wedding coordination</b></p> <ul style="list-style-type: none"> <li>• Unlimited consultations via email/telephone</li> <li>• Scheduled weekly telephone meetings for two weeks leading to event [quantity 2 (two)]</li> <li>• Discussion of style and design of the wedding</li> <li>• Visit to the ceremony and the reception site prior to the wedding *</li> <li>• Assistance with the coordination of wedding rehearsal prior to wedding day *</li> <li>• Coordinator to create and provide timeline to vendors, suppliers, service providers and bridal party</li> <li>• Clarification of details for ceremony and/or reception schedules</li> <li>• Oversees the decor setup</li> <li>• Sets table names, place cards, favours and like items accordingly</li> <li>• Organization and assistance with the distribution of all personal flowers to the wedding party, family members, and special guests</li> <li>• Confirmation of all vendors, suppliers, and service providers regarding scope and details of their services</li> <li>• Oversees the work of all vendors and monitors their setup</li> <li>• Management and coordination of the entertainers, musicians, and/or DJs involving flow and announcements</li> <li>• Assignment of custodian for gifts + cards received</li> <li>• Supervision of the payment of tips for all vendors, suppliers, and service providers</li> <li>• Facilitation of wedding ceremony</li> <li>• Management of Cocktail Hour for the guests after the wedding ceremony</li> <li>• Management of guests and guest seating during the reception</li> <li>• Oversees ushers and guest book attendants</li> <li>• Provision of Bridal Emergency Kit</li> <li>• Services exclude cleaning of the reception venue and heavy lifting (greater than 50 lbs.)</li> <li>• Wedding day Coordination and supervision for up to 10 hours, not to exceed past 12 AM.</li> </ul> <p><small>* Additional fees may apply as these items fall outside of "DAY-OF responsibilities"</small></p>	<div data-bbox="1785 162 1963 292" style="position: absolute; transform: rotate(-15deg); border: 1px solid black; padding: 5px; font-weight: bold; font-size: 1.2em;">\$ 1,350.00</div> <p><b>MONTH-OF Coordinator</b>  <b>14 Hours on-site day of wedding coordination</b></p> <ul style="list-style-type: none"> <li>• Unlimited consultations via email/telephone</li> <li>• Scheduled weekly telephone meetings for one month leading to event [quantity 4 (four)]</li> <li>• Discussion of style and design of the wedding</li> <li>• Visit to the ceremony and the reception site prior to the wedding *</li> <li>• Assistance with the coordination of wedding rehearsal prior to wedding day *</li> <li>• Creation of documents and diagrams as needed</li> <li>• Coordinator to create and provide a detailed timeline to vendors, suppliers, service providers and bridal party</li> <li>• Clarification of details for ceremony and/or reception schedules, and management of the order of events for the ceremony and reception</li> <li>• Assignment of custodian for marriage license</li> <li>• Oversees the decor setup and the take down at the ceremony site and reception venue</li> <li>• Sets table names, place cards, favours and like items accordingly</li> <li>• Organization and assistance with the distribution of all personal flowers to the wedding party, family members, and special guests</li> <li>• Contact with all vendors, suppliers, and service providers via email or telephone calls as needed, before and during the wedding day</li> <li>• Confirmation of all vendors, suppliers, and service providers regarding scope and details of their services</li> <li>• Confirmation of final payments to all vendors, suppliers, and service providers</li> <li>• Oversees the work of all vendors and monitors their setup and their break down</li> <li>• Management and coordination of the entertainers, musicians, and/or DJs involving flow and announcements</li> <li>• Assignment of custodian for gifts + cards received</li> <li>• Supervision of the payment of tips for all vendors, suppliers, and service providers</li> <li>• Facilitation of wedding ceremony</li> <li>• Management of Cocktail Hour for the guests after the wedding ceremony</li> <li>• Management of guests and guest seating during the reception</li> <li>• Oversees ushers and guest book attendants</li> <li>• Oversees the return of personal and/or rented items as agreed upon in advance to their respective owners</li> <li>• Provision of Bridal Emergency Kit</li> <li>• Services exclude cleaning of the reception venue and heavy lifting (greater than 50 lbs.)</li> <li>• Wedding day Coordination and supervision until 12 AM.</li> </ul> <p><small>* Additional fees may apply as these items fall outside of "DAY-OF responsibilities"</small></p>