



Wedding and Vendor Coordination

- FIVE COORDINATION MEETINGS LEADING UP TO YOUR WEDDING. THESE INCLUDE: INITIAL CONSULTATION, VENDOR REFERRAL MEETING, RENTAL ARRANGEMENT, TIMELINE AND CEREMONY DETAILS, AND VENUE WALK THROUGH. THESE CAN TAKE PLACE IN PERSON, BY PHONE OR SKYPE.
- CUSTOMIZED, SHARABLE SPREADSHEET TO KEEP DETAILS ORGANIZED
- UNLIMITED PHONE CALLS, AND EMAILS
- VENDOR REFERRALS AND CONTRACT REVIEW
- DETAILED TIMELINE CREATION FOR THE DAY OF THE EVENT FOR VENDORS AND BRIDAL PARTY
- REHEARSAL COORDINATION
- DAY OF COORDINATOR WILL SUPERVISE VENDOR SETUP AT CEREMONY AND AT RECEPTION LOCATION AND SET ANY PERSONAL ITEMS AT THESE LOCATIONS
- MANAGE TIMELINE AND EXECUTION OF RECEPTION EVENTS, POINT PERSON FOR ALL VENDORS
- CONTACT ALL CONTRACTED VENDORS ONCE CONTRACTED TO GET A CLEAR UNDERSTANDING OF THEIR NEEDS, THEN CONTACTED THE WEEK PRIOR TO THE EVENT TO CONFIRM, AND DISCUSS ITINERARY
- DISTRIBUTION OF FINAL PAYMENTS AND GRATUITIES TO VENDORS ON DAY OF WEDDING
- GATHER ALL GIFTS AND PERSONAL ITEMS AT END OF EVENT AND GIVE TO PROPER GUEST TO TRANSPORT
- BRIDAL EMERGENCY BASKET
- 10 HOURS OF ONSITE FOR DAY OF COORDINATION, ADDITIONAL HOURS ARE AVAILABLE IF NEEDED