

Description of Services



DAY OF SERVICES

For couples who have already planned out their wedding, our experienced wedding coordinators are available to make sure your plans get facilitated without a hitch! Our “Day of Services” include the following:

- ❖ Complimentary Initial Consultation
- ❖ Up to two hours face-to-face planning meetings, plus unlimited phone and email communication during the month leading up to your wedding
- ❖ Complete walk-through of the ceremony and reception sites at least two weeks prior to your wedding date
- ❖ Thorough review of all vendor and contract details. Including ensuring copies of all contracts are accounted for and signed. Confirmation of arrival times of vendors one week and the day prior to your wedding
- ❖ Vendors will be instructed to contact us instead of you with any questions or concerns during the week prior to your wedding.
- ❖ Create list of “yet-to-dos” for the bride and groom
- ❖ Assist with seating charts, time-lines for family and bridal party, and other planning documents
- ❖ Rehearsal coordination in cooperation with officiant
- ❖ Assist with rehearsal as needed
- ❖ Ensure bridal party knows where they need to be and when on wedding day
- ❖ Ceremony and reception set-up and decorating
 - Serve as point of contact for venue staff and all vendors; we will be the first to arrive and the last to leave
 - Set up all ceremony items including programs, unity candles, aisle runners, etc.
 - Set up all reception items including seating cards, place cards, gifts table and card box, wedding favors, etc.
- ❖ Ceremony and reception coordination
 - Keep bridal party and vendors to your previously established time line
 - Distribute flowers, bouquets, and pin corsages and boutonnieres
 - Assist guests and answer questions as needed
 - Distribute remaining vendor balances and tips on bride and groom’s behalf at the end of the night
 - Take care of any last minute details
- ❖ After-event
 - Deliver gifts and remaining ceremony and reception items to designated location
- ❖ Bridal party emergency kit always on hand



We team up with the wedding industry’s best vendors to find the perfect suppliers, products, & services for your big day.