



# wedding planning

Office # 662-510-8668

creatifeventplanning@gmail.com

## **Day Of Coordinating Services \$1500**

Your wedding day is one of the most memorable of your life, but it can also be stressful. You want everyone to have a good time and you want things to run smoothly. Orchestrating the details to make that happen can be challenging. That's where a day-of wedding coordinator comes into play. Unlike a wedding planner, who is in charge of all decisions and activities throughout the wedding-planning process, a day-of wedding coordinator focuses only on wedding day assistance so you can have one darling day without the stress. You are provided with 2 coordinators for a 90 min wedding rehearsal and up to 12 hours the day of.

### **What We Provide:**

**For Vendors:** Correspondence with Vendors, Contract Review, Timeline for Day of Emailed to Vendors

**For Bridal Party:** Correspondence to ensure all items have been purchased, time line for rehearsal and day of, Given both coordinators cell numbers for contact with issues and or questions.

### **30 Days Before Consultation:**

At this point we will go over all contracts, go over day of time line, confirm all vendors, and essentially take on the last minute stress that happens the month before.

### **Rehearsal:**

90 minute rehearsal with bridal party to ensure everyone is comfortable and ready for the wedding day. Goes over the music with the musicians, entrance and exit practiced, placement of bridal party, etc.

### **Day of:**

Make sure that all wedding day elements are in place, all vendors are set up, emergency wedding day box incase there are things needed for the bridal party, ensuring wedding starts on time, bridal party placement for entrance and exit, and making sure this is ran smoothly and camera ready.

### **Reception:**

Assists with guest seating, ensuring VIP seating is reserved, assist DJ with entrance of the bridal party, coordinate the reception timeline: first dance, parent dances, dinner, cake cutting, toasts, garter and bouquet toss, etc. Assist with Bride & Groom send off, packing up the gifts, cake, and retuning the groom's tuxedo if needed. We are there to ensure all vendors clean their areas, and that the cleaning crew you have in place return the venue to the "contract terms"