

DAY OF COORDINATION PACKAGE



The Day of Coordination Package is designed for couples who love the challenge of the hands-on approach but want to make sure that all their hard work goes off without a hitch on the big day. A month prior to your day, our planners come in to gain a full perspective of your vision to ensure your event runs seamlessly. The package includes:

- ✦ Access to planner for questions and advice upon signing
- ✦ Communications begin 4-to-6 weeks prior to your event date
- ✦ Up to (4) one-hour long consultations prior to event date (phone, video, in-person. Preferences determined between planner and client(s))
- ✦ Full Run of Show (ROS) developed for vendors, staff, and event point of contact
- ✦ Day of event timeline development and execution
- ✦ On-site coordination for participants, staff, and vendor logistics
- ✦ Running of processional and recessional
- ✦ Arrival before vendors to coordinate and departure after breakdown
- ✦ Event rehearsal* - ceremony and reception (maximum of one hour)
- ✦ One (1) venue walk-thru* (not including rehearsal)
- ✦ Vendor referrals
- ✦ Advice on protocol and etiquette
- ✦ Provide basic emergency kit
- ✦ Two coordinators required for parties over 50 guests or multi location events (additional fee)

*Additional travel fee may apply for rehearsal/multiple venues