



DECOR RENTALS AVAILABLE  
TUX RENTALS RETURN- S75  
Within 25 miles

## Description-Basic Coordination Package \$850

- 8-10 hours on site including overseeing setup and coordinating execution of desired design and layout.
- Scheduled Monthly Checkins including weekly or as needed for timeline building closer to event date.
- Direct availability to planner 24hrs day for all of your wedding planning questions
- Planning System, Timeline & Details tracker (18ish templates, lists, guides, etc) - The purpose of this paperwork is to be as detailed as possible for your timeline, to leave no stone unturned, and NOTHING left to chance leaving little to O stress for you and your family on this special day.
- Curating & Executing Timeline & Ceremony- including but not limited to, work with vendors prior to and on the day of for the perfect planned event.
- Off site-Planning hours/admin work/timeline building/work with Bride & vendors
- Rehearsal
- Day of Timeline & Layout Assistance
- Ensure all vendors arrive on time
- Coordination of first looks, wedding party & family photos
- Communicate any last minute changes
- Direct musician before during and after ceremony to cue as needed
- Ensure wedding party arrives on time
- Ensure proper flow for rehearsal, ceremony and reception
- Ensure proper flow of cocktail hour food and drinks
- Help guests locate their escort cards and tables when available
- Encourage guests to take their seats at the appropriate time with help of DJ or Emcee
- Locate bride groom and bridal party and instruct them on where to go for photos
- Cue band/Dj when majority of guests have taken their seats and couple is ready to be announced
- Cue all specialty dances and events
- Cue father of the bride, best man and maid of honor when they are about to be introduced for toasts or dances
- Know the catering service's schedule and help ensure that guests are served at the appropriate time and follow through with vendor meals
- Remain easily accessible throughout the entire event to handle questions or emergencies
- Collect gifts and cards and ensure they reach the designated family member, room, and/or car through contract end time of scheduled planner/coordinator.
- Final Walkthrough

\*\*\*Assistants are considered add-ons dependent upon reception & ceremony needs