



DECOR RENTALS AVAILABLE
TUX RENTALS RETURN- S75
Within 25 miles

Description-Basic Coordination Package \$949

- 10 -11 hours on site including overseeing setup and coordinating execution of desired design and layout.
 - Scheduled 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.
 - 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 - package is \$75 less without final walkthrough
- Travel charges may apply

*****Ask about our add ons we have available: dinner bussing, water service, transport of ceremony items to reception, umbrella service, phone charging station, refreshment station, sunglasses bar, late night snack bar, and more