



Day-Of Wedding Coordination Package

The job of a professional wedding coordinator is ensuring that your day goes according to your vision, attending to last minute details and assisting with the general flow of the day. The goal is to alleviate your stress, offering peace of mind, and handling logistics. One of the first people there, and one of the last to leave! A wedding coordinator is typically hired from 3 months to up to a year before the wedding.

We'll oversee the final details so you can relax and enjoy yourself instead of worrying about what happens next, or if the set-up is what you anticipated. Your day should be about making memories, not decisions!

What's included in your day-of wedding coordinator package?

- Initial call to learn your vision and set expectations
- Discuss elements of your special day, color scheme, and style
- Preview wedding and reception site
- Recommend trusted wedding vendors and rentals, assist with contract negotiation
- Copies of service contracts provided to review details and make any special notes
- Unlimited correspondence up to the wedding day

1-2 Weeks Prior to Wedding

- Finalize and build wedding day timeline and distribute to vendors
- Point of contact for vendors, confirm venue address, arrival times, and contractual obligations
- Review final BEO (Banquet Event Order) or catering menu and timing
- Discuss ceremony specifics, placement of special items for ceremony, family, or guest special needs
- Decide which personal items such as card box, favors, guest book, etc. we will be responsible for
- Phone call to answer last minute questions and go over wedding day specifics
- Attend walk through and meeting with venue/caterer if applicable

Rehearsal

- Attend rehearsal ceremony and assist with rehearsal direction
- Help organize and space the processional and recessional line-up
- Discuss last minute details for ceremony, coordinate with Officiant

Wedding Day

- Arrive 1-2 hours before ceremony begins
- Help groomsmen pin on boutonnieres, ensure wedding party is ready
- Verify transportation, contact driver confirming schedule
- Oversee set-up of ceremony and reception is per couples wishes
- Greet guests or instruct ushers on the best way to receive and seat
- Coordinate ceremony music with DJ or musician, line up and queue wedding party
- Serve as the point person for vendors, ensure they have timeline, discuss flow of events
- Verify that signage, centerpieces, guestbook, and place cards are where they should be
- Make sure candles are lit, lighting is ideal, and temperature is comfortable
- Direct events to keep the wedding flowing smoothly and on schedule
- Point person for special entertainment (cigar roller, artist, fireworks)
- Ensure personal items, cards, gifts, etc. from reception get to your final destination
- Respond to any last-minute emergencies or changes