



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, acting as the main point of contact for vendors, and ensuring everyone stays on schedule. We're one of the first people on site, and one of the last to leave! A wedding coordinator is typically hired from 4 months 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 everything 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 us to review details and make notes
- Unlimited correspondence up to the wedding day

1-2 Weeks Prior to Wedding

- Review wedding day details with vendors & ensure schedules correspond with yours
- Finalize and build wedding day condensed timeline and distribute to vendors
- Point of contact for vendors, confirm venue address, arrival times, and contractual obligations
- Examine 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 2 hours before ceremony
- Help groomsmen pin on boutonnieres, ensure wedding party is ready
- Verify transportation, contact driver confirming schedule
- Oversee set-up of ceremony and reception as per your wishes
- Greet guests or instruct ushers on the best way to receive and seat
- Coordinate ceremony music with DJ or musician, line up and que 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 designated party
- Respond to any last-minute emergencies or changes