



# WEDDING DAY COORDINATION

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*With a detail-oriented wedding planner watching over every facet of your wedding day, you can enjoy all the incredible moments with your family and friends without worrying. Not only have you looked forward to all of those special moments, those closest to you have as well, and will want to be by your side to experience them too! Entrust your special day to a wedding professional with the knowledge and flexibility to handle any last minute changes that may come up, so you can enjoy your celebration with less stress!*

## **3-4 MONTHS PRIOR TO YOUR WEDDING DAY**

- Meet with Bride & Groom to create your wedding day timeline.
- Record your Vendor list, and make suggestions for any vacancies.
- Record Bridal Party names and discuss specific ceremony requests.
- 1 venue walk through; create a mapped set up of the venue.
- 1 meeting with the decorator to coordinate set up.
- Provide etiquette advice for seating of ceremony, brunch/luncheon/dinner if applicable, and reception.
- Sign contract and collect deposit.

## **1-2 WEEKS PRIOR TO YOUR WEDDING DAY**

- Meet with Bride & Groom 1-2 weeks prior to wedding day. Confirm specific ceremony requests and anticipated order of the ceremony.
- Confirm time & method (pick up by bridal party or delivery) for vendors.
- Confirm with venue and officiant date and timeline for wedding day.
- Discuss “night before” wedding plans, including distance between where they are staying and the venue.
- Discuss and advise on the Bride’s Must-Have Wedding Day Emergency Kit! Be prepared to iron out the tiny little wrinkles that could dampen your big day.

## **REHEARSAL**

- Rehearsal provided the night before/morning of your wedding for up to 1 hr.
- Work with your Wedding Officiant to coordinate and design your Ceremony, processional and recessional as well as convey any special requests or instructions from the Bride and Groom. Also determine what cues will be given to start the Ceremony.
- Provide the wedding party with a timeline and what to expect for the day.
- Confirm time the Bride & Groom will need to leave from their respective places in order to be on time the next day to the venue of the first event.



## **WEDDING DAY CEREMONY**

- Check in with the Bride and/or personal attendant the morning of and make sure hair & makeup are going as anticipated. Make sure they are scheduled to arrive on time to the ceremony or first event venue.
- Check in with the Groom and/or personal attendant to make sure all is going well and the time they plan to leave in order to arrive at the venue on time.
- Communicate any last minute changes or instructions to the wedding party & keep them updated on the day's timeline.
- Coordinate with photographers to make sure they are on-time to the 'getting ready' bridal location.
- Ensure the florist has delivered and set up all Ceremony floral arrangements.
- Distribute all flowers to bridal party and family members.
- If applicable, ensure that Ceremony musicians have arrived and direct them where to set up.
- If applicable, ensure that Ushers arrive on time & are ready to escort guests.
- If applicable, ensure designated attendants arrive on time and are ready to pass out programs.
- Line up the Bridal Party for their entrances down the aisle.
- Handle any unexpected concerns or emergencies that may arise.
- Cue Ceremony musicians/DJ/emcee when the Bridal Party is ready to begin processional.
- Cue DJ/emcee to signal guests that the wedding is about to begin!
- Cue Recessional if needed.

## **PRIOR TO RECEPTION**

- Greet vendors (florist, caterers, baker, photographers, etc) and instruct/confirm with them where to set up. Communicate any last minute changes to applicable parties.
- Set up Guest Book, cake cutting utensils, and other applicable requests.
- Make sure reception decor is set up according to design plan and review final set-up before guest arrival.
- For outdoor events, confirm tents are set up on time and lighting is adequate (coordinate with photographer).
- Confirm the food timing with the caterers and helpers.
- Oversee dining tables and make sure they are set/reset for reception.
- Go over Bridal Party names with Emcee for pronunciation.
- Ensure Bride & Groom have eaten and are hydrated before reception begins.



## RECEPTION

- If applicable, ensure proper transition to and flow of cocktail hour for food and drinks.
- Encourage guests (or cue Emcee) to have them take their seats at the appropriate time if there is to be a program.
- Help guests locate their seating (if assigned).
- If an official First Introduction is planned, locate Bride and Groom and instruct them on when to enter. Cue emcee/DJ band and immediate family members as well.
- Cue emcee/DJ/band and immediate family members as well when important events are to take place. These include:
  1. Toasts
  2. First Dance - Bride and Groom
  3. Father/Daughter & Mother/Son Dance
  4. Cake Cutting
  5. Send Off
- Address any concerns that may arise during the evening and ensure clear communication between parties.
- Be on hand and easily accessible to Bride & Groom to facilitate needed communication and handle any details they would like.
- Coordinate timing for reception Send Off, getting final cue from Bride & Groom, and then cuing immediate family, the Emcee and finally guests. Coordinate distribution of sparklers/bubbles/rice, etc.

## CLEAN UP

- Coordinate cleanup with designated parties, ensuring that the cleaning checklist has been completed and no items are left in the building belonging to the wedding party, guests or vendors.

## CAVEAT

As wedding planners, we try to prepare for every conceivable thing that can possibly go wrong on a wedding day. While we are happy to work our magic, if something goes wrong outside our normal scope and/or we are required to run last minute errands (i.e. the florist's car breaks down, the caterer forgot the wedding topper, the Best Man left the rings at home) we will definitely do our best to still pull off the day seamlessly. However, we may need to charge an additional cost for added time, mileage & magic!

## INVESTMENT: \$799