



Day-of Coordination

Enjoy your wedding day knowing that all the fine details lie in good hands with our Day of Coordinator, In our Day of Coordination Package, the following is included and all to be managed by the Day of Coordinator:

- Three coordination meetings leading up to your wedding. These meetings would include your initial in-person consultation, timeline & ceremony detail meeting and a venue walk-through.
- Customized, shareable spreadsheet to keep details organized and 3 phone consultations, plus unlimited email correspondence.
- Detailed timeline creation for the day of the event for vendors and bridal party.
- Coordination and execution of the ceremony rehearsal.
- Supervision of vendor set up at ceremony and reception locations and will assist with any personal items that need to be set up.
- Timeline management and execution of reception events. The point person for all vendors.
- Management of all contracted vendors to gain a clear understanding of their needs leading and a final confirmation call during the week prior to your wedding/other event.
- Gifts and personal items packaging at the end of the event with proper delivery to guest to transport to designated location.

Fees

Package: Includes 10-12 hours of day of coordination, an initial in-person consultation and timeline & ceremony detail meeting and a venue walk-through for a total of \$1500. A \$300 deposit is required at time of contract signing to reserve your date for the Day of Coordinator and covers weddings with 120 guests or less.

Weddings of more than 120 will require an assistant for the day of your wedding at \$25 per hour.

Hourly Rates: \$75/hr for those weddings of 50 or less or for those that only may need assistance the day of. Minimum of 10 hours. A \$200 deposit is required at time of contract signing to reserve your date for the Day of Coordinator.

Cancellation Policy

Packages: All deposits are non-refundable.
90 days out: deposit + \$250
60 days out: deposit + \$450
30 days out: deposit + \$825

Hourly: All deposits are non-refundable.
90 days out: deposit + \$175
60 days out: deposit + \$250
30 days out: deposit + \$350

Client Signature: _____ Date: _____