



Wedding Planning and Coordinating Services

What is a Day-of Wedding Coordinator?

DEFINITION A day-of wedding coordinator is a person responsible for making sure the wedding day is executed perfectly. Their roles include overseeing vendors, managing the timeline, and overcoming any last-minute challenges that arise during the festivities.

7 Reasons You Need to Hire a Wedding Coordinator

[Stay Organized. Stay Sane.]

1. You don't want to end up working on your wedding day.
2. There are lots of loose ends to tie up before your wedding.
3. You don't know how to create a wedding timeline. No really, you don't.
4. You need someone to make sure your ceremony goes smoothly.
5. Save time and money - average couple spends 245 hours planning a wedding.
6. Save money - we receive vendor discounts from our affiliates
7. As an industry expert, we keep you relaxed without the stress.

Services

Day of Coordinating (Coordinator)

Strictly organizing service for couples who require professional assistance

- Creating a comprehensive timeline and managing it on the wedding day
- Handling logistics with wedding party and vendors on the wedding day
- Assist with guest management
- Solving any challenges that may occur on the wedding day
- Overseeing all aspects of the wedding day ceremony
- Completing a final check up on the venues for the ceremony and reception
- Communicating with vendors to confirm logistics

Month of Coordinating (Coordinator plus 1 assistant)

Essential planning service for those w/ vendors already booked & finalized most details

- All of Day of Coordinating responsibilities
- Managing the Ceremony rehearsal
- Complete venue walk through, if available
- Arrange gift receiving table, cake table, placecard table if necessary
- Direct and assist helpers on ushering, collecting gifts, decorations, and favors
- Vendor contract reviews and reminder on payment schedules

Ultimate Planning (Coordinator plus 2 assistants)

Exclusive service for couples that require complete guidance thru the planning process

- All of Month of Coordinating responsibilities
- Creating a comprehensive weekend-of timeline for all parties involved in the wedding
- Provide vendor referrals and negotiates contracts
- Budget preparation
- Manage and keep track of expenses throughout the entire wedding planning process
- Accompany clients to vendor meetings and menu tastings
- Purchase necessities for the wedding (decorations, etc.)
- Coordinate hotel rooms and transportation for guests and the bridal party
- Brainstorms style ideas and coordinates design details
- Assist with rehearsal dinners and keep track of all of the RSVPs
- Arrange for all wedding supplies and equipment to be transported to the wedding venue
- Ensure client's wedding gifts and personal property are packed away and secured
- Assist with planning bridesmaid party, day-after brunch, and other wedding related events
- Bi-weekly updates throughout the planning process