



Day of Coordination

2 WEEKS BEFORE WEDDING

- Meeting with Bride and Groom to review event timelines and details
- Visit Ceremony and Reception venues

DAY BEFORE WEDDING

- Pickup of decor, & other items needed to be set up at wedding
- Coordinate and attend the ceremony rehearsal

WEDDING DAY

- Unlimited hours of service on wedding day
- Manage wedding day timeline
- Assist couple and wedding party and their needs
- Manage and resolve all issues that may occur
- Coordinate all vendors from set-up to break down
- Set-up of wedding decor (sign in, centerpieces, menu, place cards, etc.)
- Coordinate processional, recessional, and bouquet distribution
- Ensure wedding party and family members are picture ready
- Coordinate the order of events during reception with the DJ/Band
- Make sure photographer captures all events and guests
- Coordinate entertainment and all announcements and events throughout the event
- Coordinate with appropriate person to take gifts, cards, and decor post wedding
- Distribute final payments and gratuities to vendor
- Coordinate exit/send-off (distribute sparklers, etc.)

*Additional charges may apply for venues outside of the Greater Houston area