



Final Month Coordination

PRIOR TO WEDDING

- Complimentary consultation to discuss wedding plans and vision
- Month-by-month check in to evaluate remaining items to complete
- Two planning sessions before wedding day
- Unlimited phone and email communication
- Vendor recommendations and advice
- Develop ceremony and reception floor plans and decor breakdown
- Develop detailed wedding day timeline
- Share wedding day timeline with couple, vendors, & bridal party
- Review all vendor contracts and provide payment reminders
- Visit Ceremony and Reception venues

2 WEEKS BEFORE WEDDING

- Confirm with vendors regarding arrival times & contractual commitments
- Email timeline to vendors
- Confirm that all personal items from bride (guest book, pen, bridal portrait, toasting flutes, sign-in book, cake knife, menu cards, escort cards, favors, programs, table numbers, etc.) have been delivered to the venue for set-up/display
- Provide caterer with final head count
- Adjust any relevant guest details with vendors
- Meeting with Bride and Groom to review event timelines and details

DAY BEFORE WEDDING

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

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 exit/send-off (distribute sparklers, etc.)
- Coordinate with appropriate person to take gifts, cards, and decor post wedding
- Distribute final payments and gratuities to vendor