



Rehearsal & Ceremony Coordination *\$1,500 (Under 125 people)*

Pre-Wedding Day

Three (3) Client/Planner meetings

UNLIMITED contact via email

- Monthly email “check ins” to ensure the planning is running smoothly and on track
- Receive a general planning list
- Production of a detailed Wedding Day Itinerary
- Detailed timelines will be sent one week prior to your wedding day to all vendors for review

Wedding Rehearsal

- Coordinate ceremony rehearsal (1 hour)
- Receive guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

Wedding Day

- 1 assistant coordinator
- Manage flow and timing of the ceremony and reception (until cake cutting)
- Act as a liaison between wedding party, family members and vendors

Ceremony (2 Hours)

- Direct photographer, videographer, musicians, rentals, florist, etc. of where to set up
- Oversee set up of the ceremony to make sure all commitments are fulfilled
- Set up all ceremony decor not handled by a specific vendor (i.e. guest signing item, unity candles/sand, programs, pictures, etc.)
- Line up and cue wedding party/musicians for ceremony

Cocktail Hour & Reception (6 Hours – Setup through cake cutting)

- Set up all reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table design, disposable cameras etc.)
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, parent’s dances, cake cutting, bouquet toss etc.)
- Maintain and coordinate timeline for all events during reception



Minimum Planning
\$2,500 (100 – 250 guest)

Pre-Wedding Day

Five (5) Client/Planner meetings
UNLIMITED contact via email

- Monthly email “check ins” to ensure the planning is running smoothly and on track
- Receive a general planning list
- Production of a detailed Wedding Day Itinerary
- Detailed timelines will be sent one week prior to your wedding day to all vendors for review
- Assistance with wording of all stationary
- **Event design, theme and decor assistance**

Wedding Rehearsal

- Coordinate ceremony rehearsal (1 hour)
- Collect/Coordinate final payments for specific vendors
- Receive guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

Wedding Day

- 1 assistant coordinator
- Manage flow and timing of the ceremony and reception (until cake cutting)
- Act as a liaison between wedding party, family members and vendors

Ceremony (2 Hours)

- Distribute bouquets and pin flowers on attendants and family members
- Direct photographer, videographer, musicians, rentals, florist, etc. Of where to set up
- Oversee set up of the ceremony to make sure all commitments are fulfilled
- Distribute final payment and gratuities as needed
- Set up all ceremony decor not handled by a specific vendor (i.e. guest signing item, unity candles/sand, programs, pictures, etc.)
- Direct ushers with programs and seating distribution
- Line up and cue wedding party/musicians for ceremony

Cocktail Hour & Reception (6 Hours – Setup through cake cutting)

- Set up all reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table design, disposable cameras etc.)
- Manage vendor setup of reception and make sure all commitments are fulfilled
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, parent’s dances, cake cutting, bouquet toss etc.)

- Maintain and coordinate timeline for all events during reception



Moderate Planning
\$3,200 (150 – 250 guest)

Pre-Wedding Day

Up to Seven (7) Client/Planner meetings

Three (3) vendor meetings

UNLIMITED contact via email

- Monthly email “check ins” to ensure the planning is running smoothly and on track
- Receive a general planning list
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery date; arrival times; quantities of rentals, etc., with all vendors
- Detailed timelines will be sent one week prior to your wedding day to all vendors for review
- Confirmation of all wedding vendors
- Assistance with wording of all stationary
- **Review current budget and help make any necessary changes, adjustments or cost cutting suggestions**
- **Event design, theme and decor assistance**
- **Tracking RSVPs**

Wedding Rehearsal

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding day itinerary to wedding party, family and attendants
- Collect/Coordinate final payments for specific vendors
- Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

Wedding Day

- 2 assistant coordinators
- Manage flow and timing of the ceremony and reception (until cake cutting)
- Act as a liaison between wedding party, family members and vendors



Ceremony (2 Hours)

- Distribute bouquets and pin flowers on attendants and family members
- Direct photographer, videographer, musicians, rentals, florist, etc. Of where to set up
- Oversee set up of the ceremony to make sure all commitments are fulfilled
- Distribute final payment and gratuities as needed
- Set up all ceremony decor not handled by a specific vendor (i.e. guest signing item, unity candles/sand, programs, pictures, etc.)
- Direct ushers with programs and seating distribution
- Line up and cue wedding party/musicians for ceremony
- Give marriage license to officiant and wedding rings are present

Cocktail Hour & Reception (6 Hours – Setup through cake cutting)

- Set up all reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table design, disposable cameras etc.)
- Manage vendor setup of reception and make sure all commitments are fulfilled
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, parent's dances, cake cutting, bouquet toss etc.)
- Maintain and coordinate timeline for all events during reception
- **Stay in communication with banquet staff to ensure things are going smoothly.**

