



## Day of Coordinator Package

*Our Day of Coordinator package is great for the highly organized client. If you are excited about diving into the details of your big day and just want someone on your team to keep you on track and to take over on your big day than this is the package for you.*

*Package starts at \$650 (pricing depends on size, location, & complexity of event)*

### PLANNING AND PREPARATION

- ✿ Unlimited phone, email and text communication, as needed.
- ✿ Act as liaison between wedding party, family and vendors.
- ✿ Collect and review vendor information (contracts, floor plans, etc.).
- ✿ Create the vendor list and arrival time information, set up and teardown details for all vendors.
- ✿ Final site walk-through to determine set-up and logistical lay-out.
- ✿ Provide detail timeline of wedding day from getting ready to vendor clean up.
- ✿ Coordinate reception activities with bridal party, banquet manager, photographer, music and video.
- ✿ Oversee all details on wedding day from set up to breakdown at ceremony and reception site.
- ✿ Be certain the Bride & Groom have time to eat their meal and receive a piece of wedding cake.
- ✿ Disperse final payments to vendors/gratuities, as needed.
- ✿ Make sure everything is packed up at the end of the event (cake tops, toasting glasses, guest book, cake server, etc. and given to caretaker of your choice).

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Serving the Los Angeles, Orange, Riverside and Ventura County

**Say Goodbye to Nerve Wracking Planning - Let Me Do the Rest!**