

# Wedding Coordinating Packages

	THE DAY	THE WEEK	THE MONTH	COMPLETE PLANNING
<b>PRE-WEDDING</b>				
One hour “get to know you” consultation	✓	✓	✓	✓
Communication with planner via phone & e-mail	✓	✓	✓	✓
Scheduled pre-planning meeting(s) with planner		✓	✓*	✓***
Design and décor consulting			✓	✓
<b>VENDOR COORDINATION</b>				
Accompany couple on final venue and vendor site visits to confirm details		✓	✓	✓
Planner to provide vendor information sheet with full event details			✓	✓
Accompany couple on vendor appointments as needed				✓
Planner to review vendor contracts and advise as appropriate				✓
Assistance with vendor recommendations, coordination, negotiation & scheduling				✓
Coordination with vendors & venue(s) for payment schedules & contract followed				✓
<b>GUEST SEATING ARRANGEMENTS</b>				
Create name board or escort cards			✓	✓
Plan guest seating				✓
<b>WEDDING DAY COORDINATION</b>				
Orchestration & coordination of up to 2 hours of rehearsal	✓	✓	✓	✓
Detailed wedding day itinerary for vendors & wedding party	✓	✓	✓	✓
Coordination with venue(s) to finalize ceremony & reception room layout/diagram	✓	✓	✓	✓
Ceremony & reception wedding day coordination for 8 hours, to include but not limited to:	✓	✓	✓	✓
• Placement of ceremony accessories	✓	✓	✓	✓
• Cues for grand entrance, toasts, dances, bouquet & garter toss	✓	✓	✓	✓
• Location of, but not limited to: place cards, guest book, favors & menu cards	✓	✓	✓	✓
• Wedding Day Emergency Kit	✓	✓	✓	✓
• Wedding Coordinator/Assistant included for day of as necessary	✓	✓	✓	✓
<b>PHOTOGRAPHY ASSISTANCE</b>			✓	✓
<b>INVITATION, SAVE THE DATE, &amp; OTHER STATIONARY ASSISTANCE</b>				✓
<b>ASSISTANCE WITH GUEST ACCOMMODATIONS</b>				✓
<b>POST-WEDDING COORDINATION</b>				✓

\* ‘The Month package’-Weekly during month of event.

\*\* ‘Complete Planning’ package-Once monthly until final month.