



## Day of Coordination Package

### Pre-Wedding

- Provide services for day-of coordination
- Up to two client/planner meetings
- Unlimited contact via email
- Create general planning checklist
- Create detailed wedding day itinerary
- Confirm arrangements with vendors
- Access to Garden Rose Online Planner one month before wedding

### Wedding Rehearsal

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding itinerary to wedding party, family, and attendants
- Collect wedding day items to distribute

### Wedding Day

- Manage the flow and timing of the ceremony and reception
- Act as a liaison between wedding party, family members, and vendors
- Provide extensive Bridal Emergency Kit
- Run all other errands, as requested if time permits
- Provide 10 hours of service

### Ceremony

- Direct vendors where to set up
- Oversee ceremony set-up to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all ceremony decor not handled by vendors
- Direct ushers with programs and seating distribution
- Ensure wedding rings are present
- Line up and cue wedding party/musicians for ceremony
- Give marriage license to officiant

- Collect all personal wedding items and gifts and deliver to reception site

#### Cocktail Hour & Reception

- Set up all reception décor not handled by a specific vendor
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Bustle wedding gown
- Line up and cue bridal party Grand Entrance
- Assist Band or DJ in cueing important events
- Maintain and coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly
- Be the main point of contact for any day-of issues

Estimated Rate     \$1600