

DECOR RENTALS AVAILABLE
TUX RENTALS RETURN- \$75
Within 25 miles



Basic Coordination Package

\$849

- 8-9 hours on site including confirming and overseeing desired layout
 - option to add on setup or takedown available
- 1-2 hour timeline building session
- Planning System, Timeline & Details tracker (18ish templates, lists, guides, etc)
This is your personal detail planning system that yields a thorough timeline for a seamless day of execution.
- Curating & Executing Timeline & Ceremony- including but not limited to, work with vendors prior to and on the day of for the perfect planned event.
- Day of Timeline Assistance (option to add on layout for additional \$75)
- Final checkin with vendors and distribution of timeline
- Coordination of first looks, wedding party & family photos per your personal photos list
- Communication on any last minute changes
- Direct musician/DJ before during and after ceremony to cue as needed and confirming song selections.
- Constant checkins with couple and bridal party on the day of
- Ensure proper flow for rehearsal, ceremony and reception
- Encourage guests to take their seats at the appropriate time with help of DJ or Emcee
- Coordinate and keep post & pre ceremony photos on time by keeping everyone together until completion
- Cue all specialty dances and events
- Cue father of the bride, best man and maid of honor when they are about to be introduced for toasts or dances
- Know the catering service's schedule and help ensure that guests are served at the appropriate time and follow through with vendor meals as well as specialty meals for allergies or preferences.
- Remain easily accessible throughout the entire event to handle questions or emergencies
- Collect gifts and cards and ensure they reach the designated family member, room, and/or car through contract end time of scheduled planner/coordinator.
- Rehearsal: (travel fee applies for more than 1.15 hours- \$50)
- Final Walkthrough: (travel fee applies for more than 1.15 hours \$50)

*****Ask about our add ons we have available: dinner bussing, water service, transport of ceremony items to reception, umbrella service, phone charging station, refreshment station, sunglasses bar, late night snack bar, and more

WE ALSO OFFER DESIGN AND DECOR PACKAGES WITH A FULL RENTAL INVENTORY INCLUDING: BACKDROPS, LINENS, & FLORALS!!