



## **Wedding Day Management (“Day of Coordination”)**

(hereinafter, “Attachment A”)

### **Pre-Wedding Consultations**

Up to 3 consultations

1 venue visit

### **Recommended Vendor List**

Receive a full list of our recommended vendors

### **Day of Timeline**

We will create a day of timeline that begins with the rehearsal day and ends at tear down of the reception venue

### **Rehearsal Day Coordination**

Work with the officiant to choreograph wedding ceremony, processional and recessional

Remind the wedding party of where they need to be on the wedding day and at what time

Transport any ceremony/reception décor to necessary locations

### **Pre-Ceremony Coordination**

**Decorate** (optional add on for extra charge)

Ensure that all flowers arrive on time for the wedding party

Gather bride bridal party and immediate family for photos

Make sure the groom and groomsmen are dressed and on time

Communicate any last-minute changes to the wedding party

Contact all vendors to establish relationships

Ensure florist has delivered and set up all ceremony & reception floral arrangements

Set up programs and other ceremony items i.e. guest book unity candles important signs and send off items

Ensure that the ceremony musicians have arrived and direct them to their location

Ensure that ushers/groomsmen arrive on time and are ready to escort guests

Handle and emergencies that may arise

### **Ceremony Coordination**

Line up the bridal party for entrances down the aisle



Cue the ceremony musicians when bridal party is ready to begin processional

Gather family and bridal party for photos after the ceremony

Help clean up and tear down ceremony space

**Reception coordination**

Ensure proper flow of cocktail hour food and drinks

Help guests locate their escort cards and tables

Encourage guests to take their seats at the appropriate time

Locate bride groom and bridal party and instruct them on where to go for photos

Cue band/DJ when majority of guests have taken their seats and couple is ready to be announced

Cue all specialty dances and wedding 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

Remain easily accessible throughout the entire event to handle questions or emergencies

Collect gifts and personal décor items and ensure they reach the designated family member, room, and/or vehicle

Coordinate reception departure transportation and/or send off

Help clean up and tear down reception venue space