

Leave the Details to Me...

Wedding Coordinator

WEDDING DETAIL COORDINATION

Overview

The following elements are all included in your package:

Meet & Greet	Our initial meeting to share preliminary plans, ideas & service options... <i>and of course, the coffee's on me!</i>
See The Site	Together we visit the wedding/reception venue(s) to discuss your vision for layout, while providing all of us with familiarity and clear understanding of your ideas.
Talk It Through	A month before the wedding, we have an in-depth, face-to-face meeting to review all the logistical details of your day and to create the wedding day schedule.
Schedule & Confirm	After our meeting, I generate a comprehensive wedding day schedule, which I then customize and distribute to all key people involved in your wedding. I also do all the final vendor confirmations for you, ensuring that all service providers are on the same page for your day, working from the same schedule.
Rehearse The Day	I attend the ceremony rehearsal and work alongside of your officiant, to provide direction for the processional, positioning and recessional details for the bridal party and family. I also ensure everyone understands their roles and responsibilities.
Today's The Day	I am on-site for your wedding day, to ensure a seamless flow of the various elements of the day. My services for the day start an hour before the ceremony and end once the dancing party begins at your reception. This allows me to provide direction of all the important elements of your day.

WEDDING COORDINATION RATES: starting at \$1000

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Specifics

On the day of your wedding, you can expect (at minimum) the following services to be provided for you by your Wedding Coordinator & team:

- Provide fully stocked “Wedding Day Emergency Kit”
- Take care of last-minute bridal party needs before the ceremony
- Run errands as required
- Distribute and pin on corsages and boutonnieres
- Ensure all props are in place for ceremony
- Provide water & mints for bridal party in venue “prep” rooms before service
- Remind ushers of reserved seating for special guests
- Prompt ushers to greet and escort guests to their seats
- Organize the bridal party line-up and cue the officiant, photographer and musician(s) for a timely start to the processional
- Reassure bridal party prior to processional
- Assist with opening/closing ceremony site doors for processional/recessional
- “fluff” bridal gown just before grand entrance
- Pack up any left-over bulletins, props & church decor items that need to be removed at end of ceremony
- Transport ceremony décor, props, etc. to reception site venue
- Organize the receiving line – either immediately following ceremony or just prior to reception
- Gently facilitate the bridal party to stay “on-time” after the ceremony and at the photo site – ultimately getting them to the reception on time
- Assist photographer in gathering people-groups needed for photos (if required)
- provide an extra copy of family shot list to photographer/assistant
- Provide water and non-messy snacks for Bridal Party during photos
- On-site management and co-ordination at reception hall includes:
 - o Place or verify the seating chart, table place cards, table decorations, guest gifts, menus, florals from ceremony, etc.
 - o Do a final “chair count” of all tables, according to clients’ table seating chart
 - o Ensure the receiving table for gifts, money box, guest book & pen are set up
 - o Ensure coat racks are readily available for guests, if required
 - o Confer with caterers/bar tenders/ DJ/ MC to ensure everyone is on track & ready
- Handle any issues around seating arrangement discrepancies or concerns
- Escort Bridal party to Bridal suite to freshen up
- Arrange Bridal party for their entrance & introductions at reception
- Deliver envelopes with payments to officiant, vendors, etc.
- Provide a security envelope for the gift cards/money and deliver it to person responsible for it
- Hold the key for the “bridal suite” and make room available to Bridal party
- Assist bridal party with any other needs/requests they may have
- Cue key people & vendors re: speeches, 1st dance, cake-cutting & other planned reception events
- Ensure that meal is provided as expected & that caterers/bar tenders are meeting guests’ needs
- Handle any questions, concerns, and unexpected or potentially disruptive issues that may arise from the vendors and/or guests
- Ensure that hired vendors are behaving professionally
- Complimentary Provision of “Vanity Baskets” for washrooms for cocktail hour for duration of our services
- Work with DJ, MC, Photographer, site coordinator to ensure a positive and seamless reception party.

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“ADD-ON” SERVICES

*During the wedding planning process, you may find that you need extra help in order to complete your plans. The following services can be **added to the wedding detail coordination** in order to create the perfect package to meet your unique wedding needs.*

1. **Expert Consultations** - When planning your special day, it is often helpful to have a consultation with a wedding expert who can offer guidance and insight to you. I am happy to assist you in any of the following ways: researching wedding supplies; sourcing vendors; locating venues; developing your theme; being an objective “sounding board”; or guiding you through the tangles of your plans in a particular area.

ADD-ON RATE: \$50/hour

2. **Planning Assistance** - Once you’ve started planning your wedding, you may discover that you don’t actually have the time or energy you need to deal with the myriad of elements associated with your wedding. I can walk with you through all the various planning steps, managing for you what needs to be done and when. Planning Assistance can begin at any point during your planning process and will give you a sense of confidence that the wedding of your dreams will indeed become a reality.

ADD-ON RATE: starting at \$800

3. **End-of-Night Services** – Your wedding reception party will no doubt continue late into the night. After a full, busy, hectic, yet exhilarating day...the last thing you and your family or friends want to be bothered with is the cleanup of the venue. However, you will be responsible for arranging for all of your wedding-related items packed up to be taken home at the end of the night. End-of-Night Services takes care of all of those details for you. I stay for the whole party - right until the end of the night - in order to make sure that all your wedding paraphernalia is organized, packed up and delivered to the right person/people who will be responsible for taking these items home for you. And I will take care of you, ensuring that you get safely off in your get-away car with whatever items you need to take with you.

ADD-ON RATE: \$300 flat rate

4. **Customized Services** - Any unique service(s) that you need for your wedding not listed above is considered a “customized service”. We will discuss your requirements and come up with a flexible and viable solution for you. “Customize Services” could include events such as:
 - engagement party planning
 - bridal shower planning
 - rehearsal party planning
 - wedding weekend planning
 - destination wedding planning/coordinating
 - OR any other distinctive need you may have!

RATE: To be determined