



Month-Of Coordination

Month-Of Coordination is the perfect service for couples who desire to handle the entire planning process themselves, but want to hand over the reins prior to the big day. My job is to step in and coordinate any of the final details and manage all of the logistics for your event, leaving you to enjoy the last moments before you walk down the aisle.

MONTH-OF COORDINATION TIMELINE: 4-6 WEEKS OUT PRIOR TO WEDDING DATE

Month-Of Coordination includes:

- access to inventory at 50% discount
- review of all vendor contracts to ensure you're fully protected
- month of checklist that goes over everything that needs to be accomplished one month prior to your wedding
- ensure rental and catering counts are correct
- ensuring the venue has everything it needs from vendors including their certificates of insurance
- review of all transportation logistics for guests and bridal party
- finalize details with all vendors (including venue)
- creation of floor plans for wedding day
- creation of day of timeline. this is a comprehensive timeline that consists of all activities from the morning of your wedding until the very end of the day.
- distribution of event day timeline to all vendors and VIP's
- execute event day according to timeline and ensure all vendors are accounted for
- directing the ceremony processional and recessional
- facilitating your first look (if you choose to do one)
- coordinating and assisting with the setup of the ceremony and reception space
- setup of wedding personal items such as guest book, signage, escort cards, favors, and other decor items that you provide (large levels of DIY decor will require the presence of an assistant)
- delivery of personal flowers
- placing floral items on tables (this excludes making arrangements or arch/ceremony floral designs, this would require adding design and styling to your package.)
- acting as the point of contact for all vendors
- assisting the family, bridal party and guests
- distributing final payment and gratuity to vendors
- handling any unforeseen issues (they ALWAYS happen but our job is to make sure you never know)
- assistance with packing up of personal items. Your caterer/servers will be responsible for clearing all , food, drinks, flatware, and general garbage, rinsing all food off table top items and repacking them into their bins).

MONTH-OF COORDINATION SERVICES START AT \$3,000