

## **On Day Wedding Coordinator Price Package - Includes**

### **On-Day Wedding Coordination Package - \$1500**

Our On-Day Wedding Coordination Package is meticulously designed to ensure your special day unfolds seamlessly and memorably. This comprehensive package, priced at \$1500, includes the following detailed services:

#### **1. Comprehensive Wedding Day Timeline Construction:**

- Development of a detailed timeline for your wedding day, outlining key events from start to finish. This ensures a seamless flow of activities and precise timing for all segments of your celebration, including ceremony, reception, and any special moments you wish to include.
- Coordination with all vendors to align their schedules and services with the wedding day timeline, ensuring everyone is synchronized.

#### **2. Guest RSVP Management:**

- Overseeing the management of guest RSVPs to accurately track attendance, special dietary requirements, and seating arrangements. This service ensures a smooth and organized reception, with all guests accounted for and comfortably accommodated.
- Providing timely updates to the caterer and venue to ensure optimal service and preparation based on the final headcount.

#### **3. Vendor Coordination and Timing:**

- Serving as the primary point of contact for all vendors on the wedding day, ensuring they are informed, organized, and punctual. This includes but is not limited to caterers, photographers, florists, and entertainment services.

- Handling any last-minute adjustments or needs that arise, ensuring vendors deliver quality service as contracted.

○

#### **4. Bridal Party and Family Support:**

- Ensuring the bride, groom, and wedding party receive personalized attention and care throughout the day. This includes coordinating pre-ceremony preparations, facilitating photo sessions, and addressing any special requests or needs.
- Providing discreet, behind-the-scenes support to alleviate any stress, allowing the wedding party and families to fully enjoy the celebration.

#### **5. Rehearsal Dinner Coordination:**

- Involvement in planning and coordinating the rehearsal dinner, including timing, logistics, and liaising with the venue or caterer. This ensures a smooth run-through of the ceremony, familiarizing the wedding party with the sequence of events and any roles they play.

○

#### **6. Guest Seating and Accommodation:**

- Overseeing the seating arrangement for the ceremony and reception, ensuring guests are seated as planned. This includes managing the arrival and seating of guests, assisting with special seating requests, and ensuring accessibility for any guests with special needs.
- Facilitating a warm and welcoming atmosphere for all attendees, ensuring a smooth transition between the different phases of the event.

○

#### **Additional Highlights of Our Package:**

- **On-Site Coordination:** Our coordinator will be on-site throughout your wedding day, from setup to conclusion, to oversee all aspects

of the event's execution. This continuous presence allows us to anticipate and manage any situations that arise, ensuring a flawless celebration.

- **Peace of Mind:** With our professional coordination, you can enjoy your wedding day to the fullest, knowing that every detail is being expertly managed behind the scenes.

Our On-Day Wedding Coordination Package is designed to provide you with peace of mind and allow you to focus on the joy of your special day. Let us take care of the logistics and execution, ensuring a beautifully organized and stress-free celebration.