

Absolute Coordination Package

Attend all vendor meetings

Unlimited advice

Unlimited email and phone (during regular business hours) correspondence

Prepare and monitor budget

Wedding checklist and timeline

Assistance with color scheme, style and theme of wedding

Assist with selection and booking of all vendors

Detailed consultation including: invitations, programs, menus, favors, out of town guest bags, seating charts and place cards

Invitation stuffing: You address the envelopes and give us stamps; we assemble and mail

Favor assembly

Deliver out of town guest gift bags

Guest list management and RSVP maintenance

Assistance with rehearsal dinner location and arrangements

Review vendor contracts

Contact List of all vendors

Wedding Day Itinerary (for all vendors)

Confirm vendors 2 weeks prior to wedding

Ceremony rehearsal coordination (1 hour)

Day of coordinator (8-10 hours)

Coordinate bridal party and discuss their responsibilities

Set up ceremony, cocktail hour, and reception room with all décor

Use of emergency kit

Oversee vendors and their responsibilities

Work closely with banquet staff for cocktail hour and reception timing and execution

Pay vendor's day of

Emergency courier trip (1 trip-10 mile limit)

Oversee breakdown of venue and décor

Final walkthrough to make sure nothing personal is left behind

Pack up gifts and send you on your way