

## *Day of Coordination Package - \$500*

*One hour meeting*

*Unlimited email correspondence*

*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*