

## Coordination Package

This coordination package is the perfect selection for the bridal couple that wish to take care of the entire wedding planning themselves, however they want the luxury of enjoying their wedding day without the worry of any of the “day of” details.

### **Includes:**

- Preliminary meeting
- Follow up meeting
- Preparation of timeline for event
- Develop a vendor set-up schedule as part of the wedding day itinerary and distribute to all vendors
- Unlimited email and phone contact
- Bridal “Emergency” Kit
- Act as your spokesperson to ensure all of your wishes are achieved
- Day of responsibilities listed below

### **Day of wedding responsibilities**

#### **Arrival & Prep**

- Calling all vendors to confirm times of arrival and setup/delivery
- Instruct any makeup/hair vendor on where to set up
- Coordinate Makeup/Hair schedule to ensure it is completed in a timely manner
- Ensure personal flowers (ex. Bridal Bouquet, Bridesmaids Flowers, Father of the Brides Boutonniere, etc) arrive on time and are distributed properly
- Make sure photographer arrives on time and is issued “must shoot” list
- Coordinate bride, groom, bridal party and immediate family pictures on site
- Ensure transportation to ceremony is scheduled and instruct wedding party on when to depart
- Update wedding party on any last minute changes/details

#### **Setup of Ceremony Site**

- Coordinate all vendor set-ups at the ceremony site
- Set up Placement of the guest book, programs, place cards etc.
- Set up ceremony items (ex. Unity candle, wine, etc)
- Coordinate with ushers to hand out programs
- Coordinate on when to begin allowing guests to take their seats
- Coordinate set up of ceremony DJ/Musician

- Confirm songs to be played during processional and recessional as well as during the ceremony.
- Coordinate with the officiator to cue the beginning of the ceremony
- Communicate with Bride, groom and bridal party in regards to how much time before the start of the ceremony
- Ensuring all bouquets, corsages, boutonnieres, and flower girl baskets are distributed timely and properly.

### **Ceremony**

- Organizing the processional and recessional
- Line up bridal party for their entrance down the aisle
- Cue officiant to begin ceremony
- Cue ceremony music
- Send wedding party down aisle and coordinate pacing and separation between members of the wedding party
- Overview and manage procedures of ceremony according to instructions
- Gather wedding party and family members for pictures as needed.
- Coordinate with photographer to ensure all shots on “must shoot” list.
- Coordinate clean up of ceremony site and gathering of any items that may be left behind

### **Setup of Reception Site**

- Greet vendors and coordinate set up instructions
- Set up guest book and pen
- Set up table numbers and name/menu cards
- Set up any tools needed (cake cutting utensils, champagne flutes, etc)
- Coordinate set up of cake table
- Coordinate set up of flowers and centerpieces
- Confirm all details with venue
- Confirm set up instructions with catering staff
- Ensure tables and stage areas are set up according to your floor plan
- Set up anything transferred from ceremony to reception area
- Act as spokesperson for bride and groom for any questions that may arise

**Reception**

- Assists in allowing guests into reception area
- Ensure proper flow of cocktail hour
- Line-up of the wedding party for grand introduction
- Cueing the DJ/Musicians & Emcee for grand introduction
- Cue wedding party to enter for introduction in order of introduction.
- Coordinate with photographer(s) & videographer(s) to ensure the capture of all important events
- Coordinate speeches, toasts, and transitions during the reception
- Coordinate all special dances (ex. First Dance, Father-Daughter, Mother-Son, etc)
- Alert catering staff as to when to pour champagne
- Assist with gathering of money during money dance (if applicable)
- Ensure all proper announcements are made
- Remain easily accessible to answer any questions that may arise
- Coordinate any vendor meals
- Coordinate with the DJ or Master of Ceremonies to ensure your reception flows smoothly from start to finish and follows given timeline (announcement of your arrival, first dance, toasts, cake cutting, bouquet toss, etc.)

**Post**

- Distribute final payments and/or gratuities to all vendors.
- Secure all gifts with caretaker of your choice.
- Coordinate any departure transportation
- Ensure all pending items are closed out