

THE WEDDING PROFESSOR'S MENU OF COORDINATION SERVICES



600 weddings of professional experience = a perfect wedding day for you!

Silver Package Day of Coordination \$995.00 includes:

Initial consultation

Bride's timeline is the master guide

Communication with bride's venue (s)

Direct the wedding rehearsal

Direct vendors the day of the event

On-site facilitator for ceremony set-up

Communicate with wedding party

Ceremony event coordination

Direct the bridal party and family through photography and grand entrance

On-site facilitator for reception set-up

Reception event coordination – until entree is served

Concur with Dee Jay /Master of Ceremonies regarding responsibilities

Provide brides emergency kit

Assist with special needs of bride and groom

Brides' duties include:

Confirming all vendor arrangements

Creating the event timeline

Package includes one coordinator:

Additional staff required for over 100 guests

Additional fees:

Travel and, if necessary, overnight accommodations

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Gold Package Week of Coordination includes:

Initial consultation
Co-create wedding day timeline
Communicate with venue director (s)
Confirm all wedding vendors
Review of vendor and venue contracts
Direct the wedding rehearsal
Consultation to format ceremony
Greet and direct vendors
On-site facilitator for ceremony set-up
Ceremony coordination
Consultation to format reception set-up
On-site facilitator for reception set-up
Communicate with wedding party
Set-up place cards
Reception coordination – until wedding cake is served
Concur with Dee Jay /Master of Ceremonies regarding responsibilities
Direct bridal party through photography and grand entrance
Provide brides emergency kit
Assist with special needs of bride and groom
Provide bride's emergency kit
Two staff members for up to 150 guests

Note:

Brides' duties include:

Additional fees:

Travel and, if necessary, overnight accommodations not included.

Additional staff for over 100 guests

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Diamond Package Month of Coordination includes:

Initial consultation
Co-create wedding day/weekend schedule/timeline
Review vendor and venue contracts for pitfalls and clarity
Communicate with venue director (s)
Confirm all wedding vendors
Direct the wedding rehearsal
Prepare family and bridal party itineraries
Oversee rehearsal dinner
Consultation to format ceremony
On-site facilitator for ceremony set-up
Communicate with wedding party
Ceremony coordination
Direct bridal party through photography and grand entrance
Consultation to format reception set-up
On-site facilitator for reception set-up
Concur with Dee Jay /Master of Ceremonies regarding responsibilities
Reception coordination – up to 12:00 am (if needed)
Direct guests to their tables
Provide brides emergency kit
Oversee guest transportation
Assist with special needs of bride and groom
Manage vendor payments
Provide bride's emergency kit
Two staff members for up to 150 guests

Additional fee possibilities:

Travel and, if necessary, overnight accommodations not included.
Additional staff for over 100 guests