

## WEDDING PLANNER PACKAGE MONTH-OF



### TO START

- Your head coordinator will maintain the wedding checklist to work with it.
- We will prepare the reception and ceremony diagrams.
- An extensive wedding day timeline is drafted, revised, and finalized by your coordinator.
- Your head coordinator will plan and coordinate the rehearsal
- We collect seating charts to the rehearsal.
- After rehearsal we will collect all personal items and final payments for vendors.
- The week of your wedding we confirm all hired vendors.
- We will update our guest list and make last guest confirmation calls.
- All our coordinators team are scheduled and organized for the day of your wedding.

### THE BIG DAY

- The Wedding Planner and assigned coordinators will set up the Wedding Ceremony, Cocktail and Reception.
- Our Team will confirm arrival of hair & make up persons.
- The team will make sure transportation is on time.
- The coordinators will make sure Floral delivery for bride, bridal party, and family members.
- All signage will be placed at the ceremony and reception sites

**A coordinator will be responsible for each of the following activities: Ceremony, Cocktail and Reception.**

### CEREMENY

- Our team will coordinate with all hired vendors for set-up and take-down.
- Your head coordinator will confirm possession of rings prior to the ceremony.
- The coordinator will distribute all items related to the wedding ceremony, flowers, ring pillow and flower baskets.
- Our team will check sound system for officiate & musicians.
- confirmation that the ceremony site is properly set up.
- Your coordinator will coordinate with those involved in the ceremony.
- Your head coordinator will cue the music during the ceremony.
- Direct the guests to the cocktail.

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### COCKTAIL

- Your coordinator will transfer miscellaneous items from the ceremony site to the reception site.
- Cocktail music will be confirmed by playlist.
- Coordinate drinks to be ready on time.
- During set-up, your coordinator will arrange all seating cards, place guest book and will ensure the linen is properly placed and all tables are set-up accordingly
- Direct the guests to the reception.

### RECEPTION

- During set-up, your coordinator will check floor plans for placement of all tables, chairs, linen, glassware, flatware, china, server, glasses and chargers.
- The coordinator will make Placement of cake topper, knife, table numbers, favors and menu.
- Our team will work together with banquet captain and will review the schedule for food.
- Our team will work together with the open bar company to make sure to start on time.
- The head coordinator will work together with the Band (DJ) about playlist, wedding schedule and announcements.
- We will greet guests upon arrival and direct guests to their tables.
- The grand entrance will be announcement by the bridal party.
- Our team will maintain supervision entire reception.
- Our closing crew will pack up all bride & groom specialty items and load into assigned vehicles.
- The vendors should come back and pick the rental items up at the end of the party.
- We will check out with the venue and make sure everything is in order and properly shut down.