



Platinum Package

One welcome meeting upon booking for the coordinator to gain an overall understanding of your wedding vision.

12 phone calls or zoom meetings before your big day for the day of timeline and to go over your decor vision (Starting 360 days out from your wedding day)

Be the point of contact starting one month prior to your wedding.

Monthly check-ins to ensure you are staying on track with the wedding planning process.

Weekly check-ins month of wedding

Review vendor contracts to gain a better understanding of the services that will be provided to the couple on their special day

Find vendors who fit your budget and assist in the booking process.

Have meetings with wedding party starting 3 months before the wedding.

Give your final guest count to those vendors who need it.

Walkthrough of your venue with any vendors who agree to join to better understand your ceremony and reception layout vision.

Coordinate with your vendors to discuss what time they will arrive On Your Big Day.

Collect gratuities from you on your big day to distribute to those vendors of your choice.

Work alongside the photographer to do family photos (Call out names for each photo, gather all family members, etc.)

Guide guests in the correct direction for the ceremony or reception

Answer any questions your guests may have during the cocktail hour.

Make a detailed day-of itinerary and distribute it to all vendors involved.

Management and coordination with all vendors and venue personnel

Keep everyone on the same track throughout the duration of the ceremony and reception.

Organize the send-off.
Make sure all vendors arrive on time.
Make sure all guests are seated in a timely manner to begin the ceremony on time.
Bridal emergency kit (Tylenol, bobby pins, safety pins, band-aids, etc.)
Conduct a one-hour rehearsal.
One planner and one assistant (included with 150 guests)
10 hour-coordination
Décor includes:
Table numbers -silver/gold
Welcome Sign or picture backdrop (up to \$400)

Gold Package

One welcome meeting upon booking for the coordinator to gain an overall understanding of your wedding vision
Two phone calls or zoom meetings before your big day for the day of timeline and to go over your decor vision (Starting 180 days out from your wedding day)
Be the point of contact starting one month prior to your wedding.
Monthly check-ins to ensure you are staying on track with the wedding planning process.
Weekly check-ins month of wedding
Review vendor contracts to gain a better understanding of the services that were be provided to the couple on their special day
Find vendors who fit your budget and assist in the booking process.
Give your final guest count to those vendors who need it.
Walkthrough of your venue with any vendors who agree to join to better understand your ceremony and reception layout vision
Coordinate with your vendors to convene what time they will arrive on your big day.
Collect gratuities from you on your big day to distribute to those vendors of your choice.
Work alongside the photographer to do family photos (Call out names for each photo, gather all family members, etc.)
Guide guests in the correct direction for the ceremony or reception
Answer any questions your guests may have during the cocktail hour.
Make a detailed day-of itinerary and distribute it to all vendors involved.
Management and coordination with all vendors and venue personnel
Keep everyone on the same track throughout the duration of the ceremony and reception.
Organize the send-off.
Make sure all vendors arrive on time.
Make sure all guests are seated in a timely manner to begin the ceremony on time.
Bridal emergency kit (Tylenol, bobby pins, safety pins, band-aids, etc.)

Conduct a one-hour rehearsal.
One planner and one assistant (included with 100 guests)
10 hour-coordination
Décor includes (Table numbers -silver/gold and Welcome Sign and picture backdrop (up to \$200)

Silver Package

One welcome meeting upon booking for the coordinator to gain an overall understanding of your wedding vision

Two phone calls or zoom meetings before your big day for the day of timeline and to go over your decor vision (Starting 90 days out from your wedding day)

Be the point of contact starting one month prior to your wedding.

Step in one month prior to your wedding and coordinate with all vendors involved.

Give your final guest count to those vendors who need it.

Walkthrough of your venue with any vendors who agree to join to better understand your ceremony and reception layout vision

Coordinate with your vendors to convene what time they will arrive on your big day.

Collect gratuities from you on your big day to distribute to those vendors of your choice.

Work alongside the photographer to do family photos (Call out names for each photo, gather all family members, etc.)

Guide guests in the correct direction for the ceremony or reception

Answer any questions your guests may have during the cocktail hour.

Make a detailed day-of itinerary and distribute it to all vendors involved.

Management and coordination with all vendors and venue personnel

Keep everyone on the same track throughout the duration of the ceremony and reception.

Organize the send-off.

Make sure all vendors arrive on time.

Make sure all guests are seated in a timely manner to begin the ceremony on time.

Bridal emergency kit (Tylenol, bobby pins, safety pins, band-aids, etc.)

Conduct a one-hour rehearsal.

One planner and one assistant (included with 100 guests)

8 hour-coordination

On Your Big Day

One welcome meeting upon booking for the coordinator to gain an overall understanding of your wedding vision

Two phone calls or zoom meetings before your big day for the day of timeline and to go over your decor vision (Starting 60 days out from your wedding day)

Be the point of contact starting one month prior to your wedding.

Step in one month prior to your wedding and coordinate with all vendors involved.

Give your final guest count to those vendors who need it.

Walkthrough of your venue with any vendors who agree to join to better understand your ceremony and reception layout vision.

Coordinate with your vendors to convene what time they will arrive on your big day.

Collect gratuities from you on your big day to distribute to those vendors of your choice.

Work alongside the photographer to do family photos (Call out names for each photo, gather all family members, etc.)

Guide guests in the correct direction for the ceremony or reception

Answer any questions your guests may have during the cocktail hour.

Make a detailed day-of itinerary and distribute it to all vendors involved.

Management and coordination with all vendors and venue personnel
Keep everyone on the same track throughout the duration of the ceremony and reception.
Organize the send-off.
Make sure all vendors arrive on time.

Make sure all guests are seated in a timely manner to begin the ceremony on time.
Bridal emergency kit (Tylenol, bobby pins, safety pins, band-aids, etc.)
Conduct a one-hour rehearsal.
One planner and one assistant (included with 100 guests)
8 hour-coordination

Additional Services:

Additional Coordination Hours: \$100 per hour

Unlimited contact between coordinator and client: \$400

Distributing gratuities: \$25

Each additional guest of 50: \$75

Décor includes:

Welcome Sign \$150

Table numbers (silver/gold) \$45

Backdrop (cost depends on intricacy)

Travel outside of a 50-mile radius is an additional cost