



TIER ONE: coordination

pre-event coordination

- Attend venue walk-through.
- Meet with couple to discuss details, review additional services/options and collect vendor information.
- Establish point-of-contact with all vendors.

communication + rehearsal

- Stay in regular contact with couple leading up to event.
- Confirm vendor arrival times and provide customized timelines.
- Attend/assist in coordinating wedding rehearsal.

day-of setup

- Set up welcome/ceremony signage, guestbook table, gifts and cards table.
- Coordinate with vendors as they arrive, verify they are using provided timelines.
- Distribute tip envelopes from couple to vendors (if provided).

ceremony coordination

- Assist bridal party with attire, help photographer manage pre-ceremony photos.
- Set up reception area decor, linens, centerpieces, dinnerware, etc.
- Coordinate ceremony details, discreetly address issues, manage timing.

transition to reception

- Move welcome/gifts and cards tables, signage, and florals to reception area.
- Check in with caterer, ensure dinner is on time.
- Assist guests to their seats, direct bridal party, and manage reception timeline.

end-of-night coordination

- Clean up cake table, handle leftover cake, and manage end-of-night signage.
- Cue last dance, coordinate send-off, and assist with end-of-night tasks.
- Set up "lost and found" area, deliver stored items to designated parties.

TOTAL: \$1,500