



***WEDDING
COORDINATION***



WHO EXACTLY IS A wedding coordinator?

A Wedding Coordinator guarantees that the best day of your life is just that: **the best**. They ensure that your wedding is stress free and goes exactly as planned. But for them, the commitment goes beyond perfecting the day of. In the weeks leading up to your ceremony and reception, they work directly with you and your chosen vendors to review contracts, create an appropriate timeline, and make sure everyone is working as a team to meet your needs and wants. Then, on the day of, the wedding coordinator confirms that the venue is set up according to your preference and that all vendors follow the established timeline. They act as a problem solver for any issues that may arise; is on hand to answer any questions; and serves as the point person for you, the venue, vendors, and even guests. Best of all: **You** are in charge. You make all the decisions about your big day—a Wedding Coordinator simply makes sure it goes on without a hitch.

7 REASONS YOU NEED A DAY OF WEDDING COORDINATOR

1. So you can control all aspects of your wedding without having stress on the day of
2. To have your plans organized without paying for a full-time wedding planner
3. To ensure your plans are carried out smoothly
4. To be the “go-to” person at your wedding
5. To discreetly handle any problems that may arise
6. To make the awkward decisions you don't want to
7. So you can enjoy your own wedding day



“BUT MY VENUE ALREADY HAS A COORDINATOR!”

Truth is, you can still benefit a great deal from a Wedding Coordinator. A venue's appointed coordinator offers limited assistance. This person works for the venue, not you, and puts the venue's best interest first. Plus, he or she may not even be present throughout your day.

A Wedding Coordinator is focused solely on you. They will establish a relationship with you *before* your big day, working directly with you to organize all aspects of the ceremony and reception. They're always available for communication and always has your best interest in mind.



WHAT IS INCLUDED IN THE *coordination package?*

INITIAL MEETING

At this meeting, you will sign a contract for Wedding Coordination services, provide a deposit, and disclose all vendor information you currently have, including contracts. We will also discuss other basic details that may be helpful to begin organizing specifics for your wedding day.

****Upon receiving your deposit, your wedding date is secured on our schedule.***

WEEKLY UPDATES

We will schedule weekly phone updates for 2 months leading up to the wedding. These weekly calls, about a half hour each, are crucial for staying connected and sharing the latest plans. We encourage open communication, so we will always be available by email and will respond in a timely manner.

REHEARSAL

We offer 2 hours of service during your rehearsal to confirm that both the couple and the entire wedding party understand and agree on the timeline of events. We practice both the processional and recessional for the ceremony and reception.

THE BIG DAY

This package includes 8 hours of coordination on the day of your ceremony and reception in an effort to keep it stress free. We will oversee our agreed-upon plans—ensuring that vendors are at their appointed places, the décor is set up properly, and the timeline is followed—so that you can enjoy your wedding day.

= \$949 base fee

Note: 50% of total amount due at contract signing/initial meeting and remaining balance due by the beginning of rehearsal

DO YOU OFFER ANY *additional services?*

ASSISTANT COORDINATOR Required if ceremony and reception are at separate locations OR if you have more than 250 guests attending.

\$249

LODGING Required if your ceremony/reception location is more than 40 miles from home office in Lebanon, PA.

cost of lodging for night before wedding

ADDITIONAL COORDINATION Any time beyond the included 8 hours of the base package.

\$49 per hour

TABLE DESIGN Includes design, decoration, and set up (gift table, dessert table, "in loving memory" table, etc).

\$69 per table + cost of any rentals

CEREMONY AND/OR RECEPTION SETUP For evening of the rehearsal or morning of the wedding.

\$199

GRAPHIC DESIGN Ask me about how I can help with invites, programs, name cards, signs, etc!

cost varies



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wedding with us!*

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