



PEACE OF MIND

DAY OF COORDINATOR (1-3 MONTHS OUT)

SERVICE DESCRIPTION

- Before the Wedding Day 2-3 in-person meetings - one of which will be the venue walkthrough.
- We want to learn your wedding vision inside and out!
- Wedding Vendor Recommendations Review all your vendor contracts as needed to understand exactly what will be arriving on the day of the Venue walk-through to go over the details and logistics of the wedding day.
- Identify any missing pieces to the wedding day that may have been missed but are essential to run smoothly.
- Unlimited contact via email from the time of the contract.
- Monthly email check-ins to ensure discussed details are going as planned, no matter how far out you book us -we are in this together!
- Timeline creation and wedding day "MASTER TIMELINE" distributed to vendors. - we keep everyone in check!
- Vendor management - we will coordinate with all contracted wedding vendors listed on your DMS vendor form and confirm their arrival times, get insurance info, meal counts, confirm services booked, and any other important details, at least 1 week or more prior to the wedding.
- Greet wedding vendors and be the point of contact on the day of your wedding
 - this way no one is bothering you with any questions or concerns! -
- Cross-check venue set up, making sure ceremony and reception are set to perfection.
- Fixing any errors that may come up.
- Distribute bouquets & pin corsages to the bridal party, attendants & family members.
- Remind the Best Man, Maid of Honor, Parents, and honored guests when they are about to give toasts.
 - Assist with bridal party and family for photographs
 - Set-up and styling of all wedding elements ~ this is key to having your vision come to life! (Escort cards, favors, guest books, table numbers, photo booth props, DIY elements, etc.)*
 - Direct ushers and helpers with seating and program distribution.
 - Professional Day of Wedding Coordinator onsite for up to 12 hours of wedding day management ~ every wedding includes (1) wedding coordinator.

*A second Coordinator is required for all barn/farm weddings, vineyard weddings, arboretum weddings, South Asian weddings, private home weddings, and or large open space/nontraditional venue weddings that require a lot of setups. Additional fees will apply.