

DAY OF - Coordination - PACKAGE

- free consultation
- includes two coordinators on day of + at least, one the day before
- allowed unlimited emails, phone calls, texts, and monthly consultations with coordinators if necessary
- full access to Aisle Planner
- create a comprehensive timeline
- take over communications with vendors
- confirm time + details with vendors the week of
- site visit with couple prior to wedding
- \$100 rental credit
- rehearsal coordination
- setup + manage rehearsal dinner as needed
- transport necessary items from the rehearsal dinner to ceremony or reception site
- act as POC day of
- provide Bridal emergency kit to parties + appropriate family members

Pre-Ceremony

- facilitate on time arrival of vendors + instruct them on where to set up
- coordinate pre-wedding meal deliveries
- set-up, and clean up, confirm florist arrives + sets up any ceremony floral arrangements on time
- ensure personal bouquets + boutineers arrive on time to ceremony location
- confirm photographer + videographer arrive on time + are aware of the days timeline
- set-up any ceremony decor
- ensure wedding party is aware of arrival + departure times for ceremony
- confirm with transportation to ensure wedding party arrives on time to ceremony
- communicate last minute details to wedding party + appropriate family members
- set up programs, guest book, unity candles, etc.
- ensure ceremony musicians/DJ have arrived, set up, + understand music + timeline

Ceremony

- pass out bouquets + pin boutineers on appropriate persons
- ensure designated guests arrive on time + are ready to pass out programs and/or assist with guest book
- ensure ushers have arrived on time and are ready to escort guests
- coordinate with ceremony officiator and musicians to determine signals + cues that will start ceremony
- alert ushers when to begin escorting guests
- line up family members + wedding party for processional
- cue musicians/DJ when wedding party and bride are ready
- transport items from the ceremony location to reception venue

Reception Set-Up

- greet vendors + instruct them where to set up
- make sure all decor is set up as planned
- make sure lighting is arranged + working properly
- confirm timing + logistics with band, DJ, or emcee, ensure that wedding party names will be pronounced correctly
- meet with catering + venue staff to confirm food timing + overall flow of the evening
- place chargers, menu cards + favors at individual settings, if necessary
- set up table numbers, guest book, card box, cake cutting utensils, champagne flutes, etc.
- ensure any miscellaneous decor is set up according to plan (photo booth, signage, guest activities, etc.)
- assist catering and/or venue staff with remaining set up need
- examine guest + head tables to ensure proper set up
- distribute final payments + gratuities to vendors
- review final set before guests arrive

Reception Management

- work alongside vendors to ensure day flows as prepared on timeline
- ensure proper flow of food + drinks
- help guests locate their table
- locate wedding party + line them up for introductions
- cue band, DJ, or emcee to introduce party when majority of guests have found their tables
- know catering schedule + ensure guests are served on time
- cue appropriate person when its time for toasts
- assist with cake cutting if persons not assigned
- prevent + fix any problems that may arise during the event
- remain easily accessible through the entire event in case there are any details the newlyweds would like information on
- collect gifts + ensure they reach designated family member, room, or vehicle at the end of the night
- breakdown personal decor + ensure they reach designated family member, room, or vehicle at the end of the night
- coordinate reception departure transportation and/or formal send off (Let Us Events is not responsible for planning this, only the coordination on the day of)
- collect trash/clean up if venue does not provide this service