



## **“Day of” Coordination – Extended Pre-Wedding Support**

Our goal is to provide professional assistance to the couple that enjoys handling the planning process, but would like advice and guidance. This support would be beneficial in instances where the venue provides staff to direct the event.

### Extended Pre-Wedding Support

- ♥ Discussion/Planning meeting to obtain wedding details and vision for the event – limited to 2 meetings at a convenient location within the DFW Metroplex.
- ♥ Assistance during the planning process with contact information of wedding professionals that will help create the couples vision.
- ♥ Phone calls & emails with the bride or planner as necessary to finalize the event details.
- ♥ Offer advice on the types of questions to ask when meeting with each vendor type.
- ♥ Obtain copies of all vendor contracts as they are executed throughout the planning process.
  - Review Venue contract so we have a good clear understand of the level of support and details of what is included in the package.
  - Review all other vendor contracts to gain an understanding of the role each vendor will play during the event.
- ♥ Make recommendations on additional types of services that would be required to fulfill the vision for the event.
- ♥ Meet with bride 5 to 7 days prior to the event
  - Pick up personal items for transport to the ceremony & reception site (guest book, pen, portraits, toasting glasses, sign-in book, cake knife, favors, programs, etc.).
- ♥ 3 to 5 days prior to the event - confirm with all vendors a final time.

### Wedding Day

- ♥ Supervise vendor deliveries and assist with set-up of venue(s) – Ceremony & Reception site.
- ♥ Monitor arrivals of wedding party and family, and assist in dressing rooms as needed prior to ceremony.
- ♥ Work with Venue personnel to ensure that everything flows smoothly during the ceremony.
- ♥ Bustle bride’s dress and confirm transportation for the bride & groom to reception site.
- ♥ Transport personal items from ceremony to reception site.
- ♥ Be at reception site to ensure arrival and announcement of the bride and groom into the reception hall.
- ♥ Verify that plans are in place for the tear-down of the event, and for the handling and removal of all personal items.

*“You create the Vision, we’ll bring it to Life.”*