



"Day of" Coordination – Wedding & Reception

Our goal is to provide professional assistance to the couple that enjoys handling the planning process, but would like support coordinating and supervising the flow of events at the rehearsal, during the ceremony, and throughout the reception.

Pre-Wedding

- ♥ 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.
- ♥ Obtain copies of all vendor contracts no less than 4 weeks prior to the event date.
 - Review vendor contract details.
 - Contact all vendors and inform them of our role, and confirm details.
- ♥ Plan ceremony details no less than 10 days prior to the event – family seating, processional, & recessional.
- ♥ Meet with bride 5 to 7 days prior to the event
 - Pickup personal items for transport to the ceremony & reception site (guest book, pen, portraits, toasting glasses, sign-in book, cake knife, favors, programs, etc.).
 - Provide event itinerary and ceremony details to be distributed to the wedding party and family.
- ♥ 3 to 5 days prior to the event, confirm with all vendors a final time.
- ♥ Attend and facilitate rehearsal – goal of 2 trial runs.

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.
- ♥ Distribution of all personal flowers for family and wedding party.
- ♥ Coordinate timing of events with ushers, family, wedding party, and bride & groom.
- ♥ Facilitate ceremony processional and recessional.
- ♥ Bustle bride's dress and confirm transportation for the bride & groom to reception site.
- ♥ Transport personal items from ceremony to reception site.
- ♥ Coordination of the flow of the entire reception.
 - Announcements, entertainment, toast, cake cutting, special dances, bouquet toss & garter toss, including the departure of the bride & groom.
- ♥ Supervise vendor tear-down of the event and ensure that all personal items are gathered and taken at the end of the event.
 - Personal items include: gifts, cake topper, cake knife, toasting glasses, guest book, left over cake, etc.

"You create the Vision, we'll bring it to Life."