

DAY OF

COORDINATION

\$1500

WHAT IS A DAY-OF COORDINATOR AND WHY DO YOU NEED ONE?

UNLIKE A FULL-SERVICE WEDDING COORDINATOR, DAY-OF COORDINATION IS FOR BRIDES AND GROOMS WHO WANT TO DO MOST OF THE PLANNING THEMSELVES, BUT NEED A PROFESSIONAL TO EXECUTE ALL OF THEIR HARD WORK. OFTEN, BRIDES RELY ON FAMILY AND FRIENDS TO HELP CARRY OUT PLANS ON THE DAY OF THEIR WEDDING, BUT BY ASKING A FRIEND OR FAMILY MEMBER TO TAKE ON THIS STRESSFUL TASK, NOT ONLY WILL THAT VOLUNTEER NOT BE ABLE TO ENJOY THE EVENT AS A GUEST BUT ALSO MOST FRIENDS AND FAMILY HAVE LITTLE EXPERIENCE IN THE ROLE OF EVENT PLANNER. THEY OFTEN END UP OVERWHELMED AS THEY TRY TO KEEP ON TOP OF EVERYTHING THAT MUST BE DONE TO ENSURE THE DAY RUNS SMOOTHLY.

WHAT WILL THIS SERVICE INCLUDE FOR ME?

ONE-TWO WEEKS PRIOR TO THE WEDDING DAY:

- MEET TO DISCUSS WEDDING WEEKEND ARRANGEMENTS THAT THE COUPLE HAS MADE WITH VENDORS, THE WEDDING PARTY AND FAMILY
- CREATE TIMELINE FOR WEDDING DAY SO THAT ALL ASPECTS OF WEDDING DAY FLOW AS SEAMLESSLY AS POSSIBLE

REHEARSAL

- WORK WITH WEDDING OFFICIATOR TO CHOREOGRAPHY THE CEREMONY, PROCESSIONAL AND RECESSIONAL
- GO OVER WEDDING DAY SCHEDULING AS NEEDED FOR WEDDING PARTY AND FAMILY
- ADDRESS PROPER POSTURE, ENTRANCE & EXIT FOR GROOMSMEN AND BRIDESMAIDS AS THEY STAND AT THE CEREMONY FRONT

WEDDING DAY

- MEET WITH EACH VENDOR (CATER, BAKER, DJ, MUSICIANS, PHOTOGRAPHER, FLORIST, ETC.) AS THEY ARRIVE AND RUN THROUGH THEIR SET UP AND RESPONSIBILITIES
- CONFIRM SONG CHOICES WITH MUSICIANS FOR CEREMONY AND RECEPTION MUSIC. DETERMINE WHAT HAND SIGNALS WILL BE USED TO CUE MUSICIANS
- ENSURE PROGRAMS AND OTHER CEREMONY ITEMS (GUEST BOOK, UNITY OBJECTS, ETC) ARE ALL IN PLACE
- ENSURE THAT USHERS AND GUEST BOOK ATTENDANTS ARE IN PLACE AND INSTRUCTED ON THEIR DUTIES
- SEE THAT BOUQUETS AND BOUTONNIERES ARE GIVEN OUT APPROPRIATELY
- COMMUNICATE WITH THE WEDDING PARTY AS TO HOW MUCH TIME IS LEFT BEFORE CEREMONY START
- LINE UP WEDDING PARTY AND GIVE PROPER CUES FOR CEREMONY ENTRANCES
- HANDLE ANY EMERGENCIES THAT ARISE



POST-CEREMONY

- HANDLE ANY REARRANGING THAT NEEDS TO TAKE PLACE BEFORE THE RECEPTION THIS CAN INCLUDING BUT NOT LIMITED TO THE MOVEMENT OF: CHAIRS, GIFT TABLE, GUESTBOOK, FAVORS, YARD GAMES, FLORALS
- ENSURE CATERER HAS FOOD READY FOR DINNER
- LOOK OVER DINING TABLES TO ENSURE THEY ARE SET UP PROPERLY
- RECEPTION
- WILL REMAIN ACCESSIBLE THROUGHOUT THE ENTIRE EVENT IN CASE THERE ARE ANY DETAILS THAT NEED ATTENDED TO
- CHECK ON TOILETRIES IN RESTROOMS
- AVAILABLE TO CATERER AND DJ AS NEEDED FOR QUESTIONS AND ASSISTANCE
- CUE PHOTOGRAPHER, DJ AND VIDEOGRAPHER WHEN IMPORTANT EVENTS TAKE PLACE (FIRST DANCES, CAKE CUTTING, TOASTS, ETC) AS NEEDED
- SET UP OR PASS OUT ITEMS NEEDED FOR SEND-OFF TO GUESTS (SPARKLERS, BIRD SEED, BUBBLES, ETC) AT APPROPRIATE TIME

POST RECEPTION

- ASSIST IN PROPER CLEAN UP OF VENUE
- ASSIST IN GETTING COUPLES THINGS TOGETHER



CHARITY GREENE WEDDINGS

I HAVE BEEN SERVING COUPLES FOR OVER 10 YEARS! I WOULD LOVE TO ASSIST YOU WITH YOUR WEDDING TO HELP MAKE YOUR DAY *THE BEST DAY EVER.*

