



	DAY OF COORDINATOR	MONTH OF COORDINATOR	FULL EVENT PLANNING
	\$1200.00/900.00 UP TO 100 GUESTS	\$1500.00/1300.00 UP TO 150 GUESTS	\$3500.00/3300.00 UP TO 150 GUESTS
DAY OF COORDINATOR	1 (10 HOURS)	2 (15 HOURS)	2 (15 HOURS)
PLANNING MEETING	1	2	UNLIMITED
COMMUNICATION EMAIL/TEXT	UNLIMITED	UNLIMITED	UNLIMITED
VENDOR COMMUNICATION	3 WEEKS	3-5 WEEKS	UNLIMITED
ONGOING COMMUNICATION WITH CONSULTANT VIA PHONE OR E-MAIL			UNLIMITED
TWO (2) HOUR CONSULTATIONS TO GATHER ALL NEEDED INFORMATION ABOUT YOUR EVENT PLANNING MEETINGS		✓	✓
WEDDING DAY TIMELINE CREATION, COORDINATION WITH VENDORS ON TIMELINE DETAILS	✓	✓	✓
MAIN POINT OF CONTACT WITH ALL VENDORS BEFORE WEDDING AND COORDINATION OF ARRIVAL	✓	✓	✓
MAKE A DETAILED DAY-OF ITINERARY AND DISTRIBUTE IT TO ALL VENDORS INVOLVED	✓	✓	✓
CONDUCT A ONE-HOUR REHEARSAL	✓	✓	✓
KEEP EVERYONE ON THE SAME TRACK THROUGHOUT THE DURATION OF THE CEREMONY AND RECEPTION	✓	✓	✓
MAKE SURE ALL VENDORS ARRIVE ON TIME	✓	✓	✓
MAKE SURE ALL GUESTS ARE SEATED IN A TIMELY MANNER TO BEGIN THE CEREMONY ON TIME	✓	✓	✓
FULL COORDINATION OF VENDOR SETUP, GUEST ARRIVAL, FIRST LOOK, CEREMONY, RECEPTION, TOASTS AND SPEECHES, SEND OFF, GIFT ARRANGEMENT IN THE CAR, VENDOR GRATUITIES/THANK YOU CARDS, GUESTS LEAVING	✓	✓	✓
DISTRIBUTION AND PINNING OF BOUTONNIERES, CORSAGES, AND BOUQUETS	✓	✓	✓
FULL ACCESS TO PLANNER'S EMERGENCY KIT	✓	✓	✓
SUPERVISION AND ASSISTANCE OF DECORATING AND DÉCOR SETUP	✓	✓	✓
PERSONAL DIRECTION FOR THE WEDDING REHEARSAL, CEREMONY AND RECEPTION	✓	✓	✓
WORK ALONGSIDE THE PHOTOGRAPHER FOR DESIRED PHOTOS		✓	✓
FLOOR PLAN CREATION (WITH DESIGNER)		✓	✓
EVENT STYLING AND ETIQUETTE CONSULTATION			✓
COMPLETE BUDGET AND CHECKLIST DEVELOPMENT AND MANAGEMENT			✓
GUEST LIST MANAGEMENT			✓
INVITATION COORDINATION INCLUDES ADDRESSING, RSVP TRACKING AND FOLLOW UP			✓
ENTIRE EVENT TIMELINE, FLOW, AND ITINERARY CHECKLISTS			✓
VENDOR SUGGESTIONS AND HELP WITH ANY ADDITIONAL ADJUSTMENTS WITH VENDORS			✓
VENDOR/VENUE REFERRAL			✓
VENDOR/VENUE CONSULTATION MEETINGS			UP TO 6
VENDOR CONTRACT NEGOTIATIONS			✓
WALKTHROUGH OF YOUR VENUE WITH ANY VENDORS TO BETTER UNDERSTAND YOUR CEREMONY AND RECEPTION LAYOUT VISION		ONE	UP TO 3
ASSISTANCE WITH MENU DEVELOPMENT AND RECOMMENDATIONS ON FOOD CHOICE			✓
REHEARSAL DINNER UP TO 20 GUESTS	**	**	✓

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**** ADDITIONAL FEE OF \$400.00 ** MENU AVAILABLE UPON REQUEST****