



Partial Coordination Package

For brides who wish to plan more of the wedding themselves.

Initial Consultation: review all details

Four (4) additional consultation sessions via phone, unlimited e-mail correspondence, two (2) face to face meetings

Two (2) Vendor referrals in each category

Go over wedding day schedules and checklists

Verify all payment schedules are up to date and accounted for

Call all vendors to verify contracts and responsibilities

Ceremony Rehearsal & Ceremony Coordination

Reception Coordination

Setup Reception and Ceremony decorations

Single Point of Contact for Bride the day of the Wedding



Wedding Day Coordination

Hiring a professional Wedding Coordinator just for the Wedding Day, to organize and manage details

Free Initial consultation

Unlimited phone calls and e-mails to and from a client

Developing timeline

Overview vendor contracts and contact them prior to the Wedding Day

Provide Timeline to each Vendor

Direction of the Ceremony Rehearsal

Wedding Day Timeline

Ceremony Coordination

Reception Coordination

Keep track of Guest book



Wedding Coordination for Destination Weddings

Hiring a Wedding Coordinator to organize and manage all details

Initial Consultation: discuss your wedding plans

Working with your budget

Unlimited consulting sessions via phone or e-mail; as needed email correspondence

1-3 Vendor Contracts referrals in each category

Developing timeline

Coordinate and schedule all meetings with vendors

Advice on Wedding Etiquette

Develop and stay within the designated budget

Coordinate vendors and verify all payment schedules are up to date

Assistance with Ceremony Program

Ceremony Rehearsal Attendance and Coordination

Ceremony Planning and Coordination

Wedding Reception Planning and Coordination

Provide Timeline to each Vendor

Setup Reception and Ceremony decorations

Single Point of Contact for Bride the day of the Wedding