

## MONTH OF COORDINATION PACKAGE 2023 - GOLD

### DAY OF COORDINATION RESPONSIBILITIES

#### INCLUDES

- Complimentary consultation with the couple.
- Unlimited email communication within a month of the wedding date.
- Assist in the itinerary of your wedding day.
- Communication with vendors to confirm wedding details such as date, time, location, Etc.
- Wedding locations walk through with onsite coordinator/manager and bridal couple.
- Organization of vendors, itinerary, and wedding logistics
- Onsite coordination and management at the wedding ceremony rehearsal, ceremony location and reception setup.
- Be on hand to avert or deal with any situations that may arise in an inconspicuous and timely manner throughout the entire day.
- Managing breakdown and collection of personal items.

#### PRE-WEDDING PLANNING:

- A final meet and greet with a location tour, this meeting will be 1-2 weeks prior to the wedding date for a venue visit (2-hour maximum).
- An itinerary created for the wedding day based on all the times that have already coordinated.
- I will attend the rehearsal to be formally introduced to everyone associated with the processional order **(1-hour maximum)**.
- I will organize the wedding party for the ceremony processional and recessional order at the rehearsal and ensure no confusion on the wedding day. This includes what music each person will be walking down the aisle to, whom they are walking with if going as pairs and proper spacing between each person/couple.
- Coordinate with all the vendors for time of arrival, contact information and ensure that each vendor has a copy of the timeline

### CEREMONY RESPONSIBILITIES

#### PRE-CEREMONY:

- For the wedding day I will in possession of contact information for the vendors, a full day itinerary, décor and rental list and emergency kit.
- I will visit both ceremony and reception sites, the ceremony location if different from the reception location 1 - 2 hours prior so I can make sure everything is running in a timely manner, and the reception I will visit early morning of the reception to ensure the décor is being setup.
- Some of the duties included while at the ceremony site are setting out décor, ensuring all flowers have been delivered and are in correct placement, candles and décor are also placed accordingly.
- Ensuring all vendors are on schedule and will be ready according to the itinerary.
- Assisting the on-time arrival of HMUA stylists to the correct location.
- Coordinate HMUA schedule with the bridal party and stylists to ensure that everything is completed on time.
- Ensuring Bridal party flowers, such as Bridal bouquet, bridesmaids' bouquets, corsages, and boutonnieres arrive on time and distributed.
- In contact with the photographer for proper time of arrival.
- Collect bride, wedding party and immediate family for photos.
- Ensure that transportation arrives on time and instruct the wedding party when to depart to the ceremony to keep everyone on schedule.
- Be in close communication with the best man to ensure the groom is ready and, on the way, to the ceremony location.

#### CEREMONY

- Setting up programs and other ceremony items as discussed prior.
- Ensuring that both parties have arrived on schedule and know where to meet.
- Usher guests into their seats.
- Ensure the music is ready to go and in proper order and song placement, decipher start time and coordinate.
- Work with the wedding officiant to choreograph the wedding ceremony, processional, and recessional.
- Organize the wedding party for their entrance down the aisle, along with the bride.
- Staying on a timeline, gather family and friends for after ceremony photos.
- If need be, will assist in playing the ceremony music playlist as practiced in rehearsal.

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### RECEPTION RESPONSIBILITIES

#### PRE-RECEPTION:

- Visit the reception site to make sure everything is set up; I will be there throughout the day. I will try to be there for when vendors arrive and ensure they know where their placement will be (try if 2 different locations).
- Greet vendors and instruct them as to where to set up and answer any questions they may have.
- At the reception site I will organize and set out all proper décor signage, guest book, seating chart, seating cards, favors, flowers etc. if decorator hasn't been instructed to.
- I will review all linens, silverware, plates, and glasses for cleanliness and make sure that table arrangements are set up accordingly.
- Meeting with the catering staff to confirm the dinner timeline and ensure everything is running in a timely manner.

**Please Note:** My duties **do not** include chair cover or chair sash setup/ removal of any major décor setup that requires equipment.

#### RECEPTION

- I will attend to the itinerary and give the wedding party notice before it is time to do the entrance, speeches, cake cutting, first dance etc. I will also communicate with the venue manager, photographer, music source and Emcee so that everyone is informed and on the same timeline.
- Ensuring the proper flow for cocktail hour.
- Usher guests to their proper seat/table.
- Cue the appropriate people for their speeches and coordinate with the Emcee.
- Ensuring guests are served promptly.
- Distributing final payments/gratuities to vendors at the end of the evening.
- I will always be available for the couple during your event in case there are any details you would like me to attend to.
- Help with packing up gifts/cards, ceremony and reception items and have them ready to be taken to a safe place.
- Coordinate reception departure transportation.
- My duties end once midnight lunch is served, or the itinerary has been completed.
- Work and assist the Emcee with the timeline and ensuring the evening stays on time with the timeline.

#### SERVICES NOT AVAILABLE WITH THIS PACKAGE: (Additional fees apply to these services)

- Ceremony Cleanup, this will be entrusted to a third-party member of your choosing.
- Transporting of décor from ceremony to reception hall (if not in the same building).
- Venue cleanup at the end of the night, whether the venue cleans up, family/friends or decorator.
- Tables bussed after dinner, must ensure that this is assigned to another member.
- After party clean up – décor removed and binned, garbage cleaned up, tables cleared and wiped, chairs stacked.

**Please Note:** No negotiations in terms of the vendor contracts will be handled by Country Chic Wedding Designs. This is just a small list of my duties as your Wedding Coordinator. I will be the main point of contact to avert or deal with anything that may arise so that you can sit back and enjoy your beautiful wedding day.

#### DAY OF COORDINATION PACKAGE PRICED AT \$1200.00\*.

\*OUT OF CITY TRAVEL WILL HAVE ADDITIONAL FEES, AND ACCOMMODATION FEES IF REQUIRED.