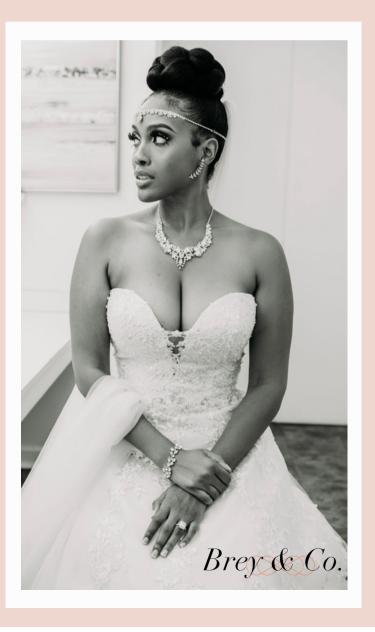
## Day of Management

This service is for the DIY couple that has BOOKED their venue and vendors and needs a great timeline, vendor liaison, and flawless execution on the day to make it all come together. We begin 2 months before the Wedding day.



Think of your Day of Coordinator As a Fairy God Mother, Wizard, Genie, Fire Fighter, Best Day Ever BFF, or your own personal Wedding Day Ninja!

Call us what you want, we make it happen! Our focus and Goal is to Make Your Wedding Day Stress-Free.

We take the reins and spring into action two months before to your wedding day to ensure that all your carefully planned details come together.

We are masters of logistics who direct vendors, set up personal decor, and ensure everything is in its proper place. You need a trusted professional point person this able to effectively communicate and delegate with all that play an instrumental role in making your day the BEST DAY EVER! We make sure your day flows flawlessly, in order, while ensuring your scheduled highlights happen on time.

Our experienced coordination team allows you relax, breath and to be the best host while creating memories with your most favorite people in the world!

Process Begins Two Months Before the Wedding

Welcome Packet with includes, What to expect, Budget Template, Sample
Timelines, Preferred Vendor List, and FAQs
Includes Zoom Session to Discuss the Ceremony, Reception Events,
Logistics, and Important Details
Includes communication through Email and texts throughout the process
Vendor Point of Contact beginning Two Months before the Wedding
Review Vendor and Venue Contracts
Detailed Wedding Timeline
Coordination of Ceremony Rehearsal

Up to 10 hours On Site Coverage

Your Wedding Day

Includes 1 Lead Coordinator and 1 Assistant
Coordinate and Communicate with Vendors to Ensure
Vendors are on Time and Setup is complete
Direct vendors as needed onsite

Set up and place escort/name cards, favors, menus, and Couple's personal items

Communicate timing and announcements with all Vendors to ensure day runs flawlessly

Distribute remaining payments/gratuities to Vendors

Package and place gifts/personal items into designated vehicle at end of evening

Emergency Kit loaned for the day

## Day of Management - \$1900

30 hours total: Up to 10 hours On Site Coverage, 1 hour for Rehearsal

Upgrades & Extras

Custom Wedding Signage, Place Cards, or Seating Chart Available at an Additional Charge

\*This package does not include set up of linens, chair covers, centerpieces, room flips or cleaning/bussing of tables.

Please inquire as to any additional fees for these services.

Additional hours are billed at \$250 per hour.

