

# 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.



*Brey & Co.*

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  
to relax, breathe 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

## *Your Wedding Day*

Up to 10 hours On Site Coverage

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.

