



Month of Coordination

This service is perfect for a couple who is looking for support six weeks before their wedding! With all your vendors booked and the planning complete, we'll pull together your timeline, go through any last details and make sure each aspect comes along beautifully. Our Month of Coordination service includes communication with all vendors to confirm event logistics, creation of a detailed Wedding Day Timeline, a site visit to the venue, direction of the wedding rehearsal, as well as on-site execution of ceremony and reception.

Pre-Wedding Day Preparation

- **(1) FREE Initial meeting** to get to know each other and chat about your wedding!
- Provide you a **“Planning Questionnaire”** to identify what’s been done and determine the outstanding to-do’s
- Provide you with a plan of action in the form of a **planning checklist and helpful reminders** to get you crossing that finish line!
- **(1) In-person final detailing meeting to review wedding day**, walking through your entire day from the moment you wake up to when the dance floor closes at the end of the night
- **Confirm contracted details and timing of services** with all your vendors and the venue
- Create your **Wedding Day Itinerary & Important Contact List**
- Attend/Coordinate the **Rehearsal Ceremony**
- **Unlimited communication** via phone, text and email 6 weeks before your wedding
- **Access to preferred vendors list**
- **Bonus: 5% off all rental items**

Wedding Day

- Oversee vendor deliveries and/or set-up
- Light setup of ceremony and reception decor items (ex. Guest book table, cake table, guest favours, place cards, table numbers, etc.
- Coordinate with MC, DJ, Officiant, Band and Venue
- Organize the wedding party for processional
- Coordination at your photo shoot to keep track of timing and be of service wherever needed
- Organize Grand Entrance details
- Coordinate timing of all speeches, games and other activities
- Use of *‘Wedding Day Emergency Kit’* filled with everything from double-sided tape to bobby pins