



Day-of Coordinator

starts 45 days prior to event date

Rate
\$1500

Create, update, & manage day-of event timeline

Ceremony & reception site walkthrough

Review vendor contracts

Distribute approved event timeline with vendors

Final vendor confirmations

Oversee vendors

Oversee setup & breakdown of ceremony & reception

Direct ceremony processional

Set up wedding accessories such as guestbook, place cards, favors, etc.

Coordinate & execute flow of ceremony & reception

Ensure final payment & gratuities are given to vendors

Assist wedding party, family, & guests as needed on wedding day

Place client gifts & cake in departure vehicle

**Client secures locations & vendors*