

Day-Of Reception Coordination

A Day-Of coordinator is for the couple that has already planned their special day but knows how important it is to have an expert at their wedding to make sure everything goes as planned. Your only job on your wedding day is to be a Bride & Groom. Let us deal with the rest. Our coordinators are trusted industry professionals who ensure that your vision is executed with the least amount of stress and you have the wedding of your dreams!

A Month Before Your Wedding Day

- Initial consultation in Bridal Room or at reception location to collect details and discuss wedding dreams
- Unlimited phone and e-mail contact
- Initial contact with vendors to get initial details and coordinator will introduce herself
- Help create Custom Agenda
- Create and manage wedding Day-Of Timeline
- Create Vendor Contact List
- Create Layout (if needed)

A Week Before Your Wedding Day

- In-person meeting at reception site or our Bridal Room a week before wedding date to finalize all details
- Final confirmation of vendors

On Your Wedding Day

- Supervise and oversee Vendor set up
- Set Up: Tables & chairs, linens, cake table, guestbook table, decorations, etc.
- Help organize the reception activities from the minute your reception starts until your grand exit
- Oversee that all of the hidden details have been considered and addressed
- Will line up your wedding party, help with young ring bearers and flower girls, if needed
- Wedding emergency kit provided
- Works with the DJ, Photographer, and Videographer to help capture all of the special moments
- Helps direct cocktail hour and seating arrangements
- Makes sure you get to eat and drink!
- Helps with cake cutting and toasts
- Prepare the wedding party and family members for special dances
- Organizes and directs bouquet and garter toss
- Organizes and directs any special activities that were added to your custom agenda
- Directs your guests for your grand exit
- Supervise clean up for up to 1 hour after event

Day of Ceremony Coordination

You may add Day Of Ceremony Coordination to your Reception Packages. Day-of Coordination includes having one of our coordinators orchestrate your rehearsal the night before as well as coordinate the ceremony.