

“PEACE OF MIND PACKAGE”



PACKAGE PRICE (please call to inquire)

Peace of Mind Package is for the couple or client who has completed their planning (or plans to do so) and is looking for a Wedding Day Coordinator to execute their vision. This package will allow you to relax and be a guest at your own event.

COORDINATION BEGINS: 1-3 months out

- 2-3 Meetings – one of which will be the venue walk through
- Complete Management and day of execution
- Review all your vendor contracts to understand exactly what will be arriving day of
- Venue walk-thour to go over details of the wedding day 20-30 days prior to event day
- Unlimited contact via email / phone / video chat from the time of contract
- Timeline creation and run of show of event/wedding day details for both the bridal party and vendors!
- Vendor Management – we will coordinate with all contracted vendors and confirm their arrival times and services booked 1 week prior
- Greet Vendor and be point of contact the day of your event ~ this way no one is bothering our lovely client
- Distribute bouquets and pin corsages to bridal party, attendants & family members
- Cue Best Best Man, Maid of Honor, Parents and honored guest when they are about to give toasts
- Direct bridal party and family for photographs ~ things could get crazy and they may need some guidance, we will be there
- Set-up and styling of all décor elements ~ this is key to having your vision come to life!
(Escort Cards, Favors, guest books, table numbers, photo booth props, DIY elements, etc)*
- Direct ushers and helpers with seating and program distribution
- Professional Day of Event / Wedding Coordinator onsite for up to 12 hour of event day management ~ every wedding includes (1) wedding coordinator.

Please note that a second and/or third coordinator is required for barn/farm events, vineyard events, private house events and/or large open space/nontraditional venues that require a lot of set up. Additional fees will apply.

- Distribute final payments & gratuities as needed to vendor ~ you wont have time to do this as you will be to busy getting beautified and fabulous!!
- Retain the marriage license for officiant ~ we can make sure copies are made as well
- Retreive gifts / cards ~ we will monitor the flow of the card box and personally hand the card to the designated family member in charge, if not yourself.
- Arrange for ALL your personal items to be paccked up and given to the designated family member in charge, room, and/or vehicle

**We require final payments to be paid 30 days prior to the wedding date*

**For liabillity reasons, our Coordinators cannot hang anything of decorations that require a ladder or move anything that is heavy enough to require machinery.*