



## **Gold Level Wedding Coordination**

### **COVERAGE AMOUNT**

- Wedding Day Coordinator & Wedding Assistant Coverage (Up to 9 hours)
- Coordinator will conduct the wedding rehearsal (Up to one hour)

### **PLANNING ASSISTANCE**

- Unlimited emails and phone calls from the time you sign your contract for advice and questions
- Complimentary final One on One consultation to go over details at two-months out

### **WEDDING PARTY CONCIERGE**

- Provide the wedding party with a detailed ceremony overview including procession, altar and recession standing order
- Provide wedding day timeline to the wedding party and appropriate family members.
- Direct the wedding party so they are in the proper place at the proper time
- Primp bridal dresses prior to walking down the aisle, bustle for reception
- Assist bride and groom as required throughout the wedding day
- Organize and distribute all bridal party flowers, pin wearable flowers
- Provide wedding emergency kit

### **DETAIL MANAGEMENT**

- Setup display table decor such as escort cards, photos, guestbook, signs, candles, etc. (table placement only, no ladders)
- Coordinate all dynamic facets of your day into a seamless event
- Attend to guest's needs & inquiries during the wedding
- Ensure the decoration of the venue appears as anticipated
- Coordinate events and announcements throughout the reception
- Collect gifts, toasting flutes, cake cutter, guest book, decor, etc. and ensure they reach the proper vehicle or on-site hotel room

### **VENDOR COORDINATION**

- Provide wedding day timeline and couple event details to vendors
- Confirm all final details the week prior of the wedding
- Deliver payments and gratuity checks to vendors requiring payment the day of the wedding