



# This and That

## EVENT SERVICES

### Essential Package... Day of Coordination *without Planning* Starting @1100

**\*Day of Hours On-Site: 10hours**

**Includes: One Associate Lead Planner, One Assistant Coordinator**

*You have already planned all details and only need assistance on the wedding day so you can relax knowing the set-up is going to plan while you are getting ready. We will provide you with an associate coordinator who has the ability to ensure all your perfectly planned details come to life. Three months prior to your wedding, your coordinator will review your plans and troubleshoot logistics. We provide a planner and assistant to manage the day of from setup through breakdown.*

- **One 3 hr On-Site Walk Through to Discuss Event Logistics**
- **(Scheduled 3 Months Prior to wedding date)**
- Access to Preferred Vendors List & Applicable Discounts
- Troubleshoot Event Details [ie: delivery/p-u times, site access times, parking, power, etc]
- Set-Up of Limited Personal Décor \*some restrictions apply.
- Oversee Event Install
- Contact Vendors Week Of & Check Off Vendor Deliveries Day of
- Direct All Vendors to Set-Up Locations Upon Arrival
- Assist Any Vendor in Need of Help
- Handle Any Issues That Arise While On-Site.
- Point of Contact for Day of Questions
- Create Customized Timeline

### Ceremony Management

- (If ceremony and reception are at different venues there will be an additional charge.)
- Discuss Processional in Detail
- Review Family Seating/Ushers
- Choreograph Entry/Exit of Bridal Party & Bride
- Rehearsal Assistance (1hr max)
- Line-Up & Coordinate Bridal Party Day Of- Queue Music

### Reception Management

- Customize Timeline/Event Flow
- Run Timeline [ensure everyone is where they are supposed to be when they are supposed to be]
- Ensure Vendors Follow Through w/Contracted Services
- Pack-Up Gifts, Personal Items & Décor, Help Load Vehicles \*overtime charges may apply

## Event Breakdown Management

- Make Sure Everything Goes Back To The Right Person
- Ensure Deadline is Met; to Avoid Potential Overtime Charges by Venue & Other Vendors.
- Hand Out Final Payments & Gratuities

**\*Additional Services Can Be Added To Customize Your Package.**