

# *Day Of Coordination*

*\$1,500*

## **Rehearsal:**

- Communicate with the Officiant to confirm everyone is on the same page
- Communicate with Ceremony Musicians for songs and timing
- Line up wedding party and family members for the processional
- Cue ceremony musicians when wedding party is ready to begin processional
- Inform wedding party and family of exit strategy after the recessional

## **Ceremony:**

- Confirm florist has delivered and set up all ceremony floral arrangements
- Ensure that personal flowers have arrived. (i.e. Boutonnieres, Flower Girl baskets, corsages)
- Distribute all flowers to remaining wedding party and family members
- Set up programs, guest book, unity candles, and send-off items
- Ensure ceremony musicians have arrived and direct them as to where to set up
- Ensure designated attendants/Users arrive on time and are ready to pass out programs, assist with the guest book, and are ready to escort guests
- Alert Ushers/Groomsmen as to when to begin escorting guests to their seats
- Coordinate with the ceremony officiator and musicians to determine signals or cues that will begin the ceremony
- Handle any emergencies that may arise
- Line up wedding party and family members for the processional
- Cue ceremony musicians when wedding party is ready to begin processional
- Transport ceremony decor to reception location

## **Reception:**

- Greet all vendors and instruct them as to where to set up
- Make sure Cocktail Hour and Reception décor is set up according to plan
- Make sure all flowers are set up according to floral order
- Confirm timing and logistics with band, DJ or designated emcee and ensure they can correctly pronounce the wedding party's names

## *Day Of Coordination Continued.*

- Coordinate with catering staff to confirm food timing and the overall flow of the evening
- Arrange escort cards
- Set up chargers, venue cards, favors, table numbers, guest book, card box, cake cutting utensils and champagne flutes
- Ensure any other miscellaneous décor is set up according to plan – wedding signage, cocktail napkins, family photos, photo booth and so on
- Examine guest tables and head table to confirm they are set up properly and have the correct number of chairs at each
- Ensure proper flow of Cocktail Hour food and drinks
- Review final set up before guest are invited in from cocktail hour
- Help guests locate their escort cards and dining tables, and encourage them to take their seats at the appropriate time
- Locate wedding party and line them up for their dinner introductions
- Cue band, DJ or designated emcee when the majority of guests have found their tables and the Bride and Groom are ready to be introduced
- Know the catering service's schedule, and help ensure that guests are served at the appointed time
- Cue band/DJ, photographer, videographer and immediate family members when important events take place (i.e. first dance, parent dances, cake cutting, and toasts)
- Cue Father of the Bride, Best Man and Maid of Honor when they are about to be announced for toasts
- Distribute final payments and gratuities to vendors at the end of the night
- Prevent and fix any problems that may arise during the event
- Remain easily accessible through the entire event in case there are any details the Bride & Groom would like attended to
- Collect gifts and personal décor items, and ensure they reach the designated family member and vehicle at the end of the night
- Coordinate reception departure transportation and/or formal send-off.