



## ❖ “Day Of”

Day Of" Coordinator, it's important to point out where adjustments need to be made. The more information we have, the better coordinating we can do. The “Day of” can have more than two coordinators. Let us know your needs.

- ◆ All Day Wedding Coverage by Lead Planner
- ◆ Customized package accordingly to your need.
- ◆ On-time to manage the set-up and execute the décor in the ceremony and reception venues
- ◆ Greet and direct vendors with all deliveries
- ◆ Ensure all boutonnieres and corsage are on point and distributed to family and party
- ◆ Coordinate all reception formalities with the MC, Musicians...
- ◆ Make final payments and gratuities to vendors
- ◆ Attend the ceremony and the wedding to oversee and correct issues as need be
- ◆ Ensure the pictures are well taking, and assist with post ceremony pictures
- ◆ Share timeline, keep the wedding party organized and informed
- ◆ Assist the bridal party for Processional
- ◆ Coordinate and direct guests to their seats
- ◆ Organize and Deliver Event Items to Designated Location (Gifts, Cameras, Cake Top, etc....
- ◆ Coordinate delivery and return of all items from rentals, oversee cleanup of the venue
- ◆ It's your wedding, don't expect anything less than perfection for your big day.