



1000 STORIES

Event Planning & Coordination

PLANNING & COORDINATION PACKAGE D*

DAY-OF COORDINATION

Coordination with assistance and guidance confirming details
Schedule your FREE Consultation for pricing and receive a special deal

Pre-Event Planning Review

Includes 30 days to confirm details with appropriate vendors, creating a detailed wedding day timeline, facilitating the rehearsal and managing the entire event day

Correspond with vendors and confirm details for client. Recommend any last minute needs and supply vendor resources

With client input, create comprehensive wedding day itinerary, floorplan, and seating chart

Unlimited emails, texts and phone calls (phone calls between 9am-6pm). Prior to rehearsal, one initial consultation meeting in person and one venue walk through

Event Coordination

Facilitating the rehearsal for up to 2 hours
Communicate timeline to bridal party and parents

Event day on-site coordination up to 10 hours
Coordinator will have a "Wedding Day Emergency Kit" on hand

Lay out programs, guest book and pen, table numbers, favors, seating charts, and any special items for sweetheart table and cake table

Oversee vendor set up of both ceremony and reception
Managing the timeline of the day
Handling final payments and gratuities as requested

Directing the ceremony processional
Cue the grand entrance, first dance, cake cutting, bouquet and garter toss

Ensure gifts and personal items are loaded into the assigned vehicle
Oversee, and assist, in clean up

*Packages are priced based on average size wedding (up to 150 guests and up to 12 in the bridal party), up to 8 vendors, up to 10 hours and within 60 miles round trip. Additional charges may apply for larger events. Packages cannot be altered, but additional services may be added (see separate page of options/pricing)