



COORDINATION PACKAGES

“Why should I consider Day of Coordination?”

This service is designed for those who enjoy planning the details for their event; however, would like a helping hand managing all the specifics planned for the day of the event. Our team will be the point of communication for your vendors, help setup any décor, organize and execute all the details you have planned for your event so you are able to enjoy the event you planned with you guests.

Initial Consultation

The initial consultation is just to get to know you and to find out more about you. This initial consultation will help you decide which Day of Coordination package is right for you. Prior to this meeting, you will an email questionnaire that will help us and you identify your taste, your style, your budget, and vision, so that we can make the most of our time together and give you a starting point for your planning even if you choose not to utilize our services. This consultation usually lasts about 1 hour.

- Your initial consultation is **completely free.**

Limited Day of Coordination

- Initial Consultation (FREE)
- Up to one additional in-person meeting and unlimited phone calls/emails
- Walk-through of the ceremony location before rehearsal
- Wedding day time-line submitted for wedding party and vendors within 2 weeks of wedding
- Pin on corsages and boutonnieres, distribute bouquets to bridal party (if needed)
- Set-up unity candle and guest book/pen
- Attend and orchestrate rehearsal (up to 1 hour)
- Instruct members of wedding party how to line-up for the reception Grand Entrance
- Coordinate processional and recessional and make sure ceremony starts on time
- Supervision of ceremony
- Lead guests to cocktail hour or reception area (if ceremony and reception are in the same venue)
- Emergency wedding kit on hand
- Arrive 1.5 hours before wedding and stay 30 minutes after wedding
- \$50 each additional hour requested



COORDINATION PACKAGES

Full Day of Coordination

- Initial Consultation (FREE)
- Services begin 12 weeks before wedding
- 2 in-person consultations/meetings including a site visit (max 1.5 hours each)
- Unlimited phone calls/emails
- L&L Events Preferred Vendor List
- Wedding day time-line submitted for wedding party and vendors within 2 weeks of wedding
- Assisting vendors, wedding party, family members, and guests as needed
- Confirmation of vendors one week before wedding to ensure they have met their obligations and have reviewed the timeline
- Coordination of Reception Events with Key Vendors (receiving line, entrance, dances, toast, cake cutting, garter toss, bouquet toss)
- Liaison for Venue Manager
- Lead guests to cocktail hour or reception area (if ceremony and reception are in the same venue)
- Gather your items and gifts at the end of the night and place into your designated vehicle
- Pin on corsages and boutonnieres, distribute bouquets to bridal party (if needed)
- Set-up unity candle, guest book/pen, escort cards, pictures, table cameras, cake napkins, favors, organize tables with correct number of chairs, tape loose cards to gifts, wrap top of wedding cake, wash and pack toasting flutes, cake and knife server
- Distribute your final vendor payments
- Attend and orchestrate rehearsal
- Emergency wedding kit on hand
- Coordinate processional and recessional and make sure ceremony starts on time
- Supervision of ceremony and reception to ensure a smooth and stress-free day by Lead Coordinator
- Arrive up to 3 hours before wedding and stay 1 hour after wedding (up to 10 hours on wedding day) *
- Event assistant**
- Phone call two weeks after wedding to discuss the event

** One wedding day assistant for up to 150 guests. Please add \$125 for an additional assistant for weddings over 150 guests. * \$75 for each additional assistant requested