



Wedding Planning Package

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WHAT IS A DAY-OF-WEDDING COORDINATOR?

Unlike a full-service wedding coordinator, a “Day-of” coordinator is for brides and grooms who want to do most of the planning themselves, but when their wedding day arrives, they need a professional wedding coordinator to execute all of their hard work.

Too often, brides rely on family and friends to help carry out plans on the day of their wedding. By asking a friend or family member to take on this stressful task, that person will not be able to enjoy the event as a guest, and will end up feeling like “event staff.”

In most cases, your “volunteers” have little experience in the role of event planner. They often end up feeling overwhelmed as they try to keep on top of everything that must be done to ensure that the day runs smoothly. Additionally, there will be many intricate details that will be overlooked without the help of a professional planner.

The following is an outline of the general tasks that our “Day of” and “Partial Day of” wedding coordination package offers:

Full “Day of” Coordination package : starting at \$1250

Two Weeks Prior to Wedding Day

Meet with bride and groom to walk venue and coordinate timeline. Go over any arrangements the couple have previously made with vendors, and update timeline accordingly.

One Week Prior to Wedding Day

Confirm final details with vendors prior to wedding day. Make sure that all vendors have Dolce Vita Events contact information as the official wedding coordinator. Send vendors a copy of the final timeline and make sure they have directions to the ceremony and reception locations.

Please Note: A day-of-coordinator will not re-negotiate any terms in contracts with vendors at this time, or at any other time prior to, during, or after your wedding day. All agreements should be finalized prior to the wedding.

Rehearsal (included in **Full Day** package, or additional \$150 with **Partial Day** of package)

- Distribute wedding timelines to best man and maid-of honor
- Work with wedding officiator to choreograph wedding ceremony, processional and recessional
- Alert wedding party as to where they need to be the following day, and at what time
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“Partial Day of” wedding coordination package starting at \$750 (includes the following, plus an option of up to 1 hour of reception time coordination for an additional fee)

Pre-Ceremony

At brides “getting dressed” location:

- Facilitate arrival of hair and make-up stylists and instruct them as to where to set up their stations
- Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely fashion
- Coordinate any food deliveries and set up and clear all meals
- Make sure personal flowers i.e. bridal bouquet, bridesmaids flowers and father of the bride’s boutonniere are distributed
- Make sure photographer arrives on time and has a “must shoot” list, *if applicable*
- Gather bride, bridal party and immediate family for pre-ceremony photos
- Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony
- Assist bride with putting on her wedding gown
- Communicate with best man to make sure groom is getting dressed and on-time
- Make wedding party aware of any last minute details
- Keep in communication with transportation driver and maid-of-honor/best man while bridal party is on the way to the ceremony location

Ceremony

- Set up programs and other ceremony items i.e. guest book, unity candles, florals, etc
- Ensure that ushers/groomsmen arrive on time and are ready to pass out programs
- Ensure that personal flowers i.e. flower girl bouquet and groomsmen boutonnieres have arrived at ceremony location
- Alert ushers/groomsmen as to when to begin escorting guests to their seats
- Ensure that ceremony musicians have arrived and direct them as to where to set up
- Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music. Determine what hand signals will be used to cue musicians
- Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- Communicate with bride and groom so that they know how much time remains before the start of the ceremony
- Handle any emergencies that may arise
- Greet, final look check, and line up the bridal party for their entrances down the aisle

- Cue ceremony musicians when bridal party is ready to begin processional
- Gather family and friends for after ceremony photos

Prior to Reception (takes place during wedding photography hour)

- Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer
- Arrange escort cards
- Make sure reception flowers/décor is set up according to flower order
- Ensure that tent and lighting are set up properly and troubleshoot as needed
- Meet with catering staff to confirm food timeline
- Set up guest book and pen, champagne flutes, cake cutting utensils
- Set up table numbers/names and menu cards
- Set up amenities baskets, hand towels, candles etc. in bathrooms

Reception

- Ensure reception venue décor and dining tables are set up properly
- Greet and help guests locate their escort cards and dining tables
- Ensure Cocktail Hour time flow, musician/music and proper flow of cocktail hour food/drinks
- Along with catering staff, wrangle guests to their seating/tables in preparation for bridal party arrivals
- Manage bridal party and instruct them on cue for entrance/introductions/first dance, etc
- Cue band/DJ when bride and groom are ready to be introduced
- Cue band/DJ, photographer, and videographer when important events take place at reception i.e. bridal party arrivals/introductions, first dance, cake cutting, toasts and parent dances
- Cue best man/MOH and father of the bride when they are about to be announced for toasts
- Alert catering staff to pour champagne just before the toasts
- Prevent & fix any problems that may arise during event
- Remain easily accessible throughout the entire event in case there are any details you would like attended to
- Distribute final payments/gratuities to vendors at the end of the evening (no negotiation in the terms of vendor contracts will be handled by The Wedding Coordinator at this time)
- Set up favor table towards the end of the evening
- Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to a family members car at the end of the night



For more information, please contact Priscilla Thomas at Priscilla@eventsbydolcevita.com.

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