



L'AMOUR

# Day of Coordination

A stress-free wedding day experience.



# The Planning Process

## 3 WEEKS PRIOR

- One Initial welcome meeting with certified planner to include a champagne toast, non-alcoholic beverage, or coffee with the planner, bride, and groom; in which we review the contracts, itinerary, floor plan, timelines, design, and vendors to ensure all final details are organized (Up to a 2 hour meeting. Additional meetings may be provided at Planners discretion)
- One site visit to your reception venue to ensure all is organized as per timeline and floorplan and to go over the final specifications of your wedding
- Itinerary & agenda creation
- Final "to-do" list documents to ensure couple is organized (custom to each client)
- Photography group shot list creation for the get ready locations, ceremony, photo location and reception
- Vendor communication before the wedding day to include itineraries to all vendors
- Ensure delivery, set up, and pick up of all rental equipment for the day is organized as per the timeline
- Provide check-ins, advice, and guidance wherever possible throughout the planning experience via email or phone calls.



# The Wedding Day

## UP TO 10 HOURS

- Two certified wedding planners to oversee the wedding day
- Supervision of the bride & groom's get ready locations; assisting with breakfast item layout and tear down before ceremony departure, ensuring limo or transportation arrives on time
- Planner to ensure family and bridal parties boutonnieres, ties, and corsages are pinned/done properly
- Planner to transport all personal baggage to limo, if required
- Ensuring all is organized prior to photographers arrival for detail shots and ensure all is photographed per clients specifications
- Finalizing all vendor payments, if required
- Onsite direction of the wedding ceremony
- Supervision and directorship of couples and family photography
- Provide day-of assistance styling the ceremony, reception & cocktail hour space (welcome signs, memory table, envelope box, favors, menus, table numbers, name cards, seating chart, guestbook, etc.)
- Overall coordination as per timeline - cocktail hour, grand entrance, first dance, speeches, cake cutting, garter removal & toss, bouquet toss, entertainment, and other timeline details associated with your wedding
- Review seating plan prior to reception for accuracy
- Full production management, including overseeing all entertainment and set up of rentals required for the wedding day
- Ensure that all guests with allergies receive appropriate dietary meals
- Provide a 5-minute reminder for all those who are doing speeches/presentations
- Communicate with DJ/MC or Master of Ceremonies to ensure smooth transitions throughout the reception
- Greet any last minute guests and ensure they find their seat
- Wedding planner acting as main liaison with cater/venue and various other vendors
- Ensure all vendor contracts are delivered as promised
- Be the day-of contact for all your guests & vendors needing directions/info
- Ensure overall food, beverage and late-night stations are efficiently executed
- Access to wedding emergency kit on-site (includes items like stain remover, sewing kit, Advil, etc.)

Embrace The Beautiful

\*Option to add additional hours

\*Based on the size of the wedding, an additional coordinator may be required