



## Month-Of Coordination Package

*"For the couple who has planned their wedding, but desire professional coordination and execution of their signature day...Relax and enjoy your celebration...leave the details to us!"*

<u>Planning Phase</u>	<u>Execution Phase</u>
<p><i>(Client has secured venue &amp; vendors)</i></p> <p><b>Creating your wedding day blueprint:</b></p> <ul style="list-style-type: none"> <li>❖ Initial Event Timeline Development Meeting (includes ceremony planning including flow and formations) (in-person meeting)</li> <li>❖ Develop, update &amp; manage Event Timeline</li> <li>❖ Develop &amp; manage Wedding Day Checklist</li> <li>❖ Develop and manage Production Schedule (including vendor set-up and strike)</li> <li>❖ Final Details Meeting (in-person meeting)</li> </ul> <p><b>Coordinating the logistics and details:</b></p> <ul style="list-style-type: none"> <li>❖ Ceremony and Reception site walk-thru (Client secures location(s))</li> <li>❖ Floor plan assistance</li> <li>❖ Assist in planning Ceremony flow &amp; formation</li> </ul> <p><b>Coordinating the details with your contracted vendors:</b></p> <ul style="list-style-type: none"> <li>❖ Review vendor contracts (Client secures vendors)</li> <li>❖ Coordinate logistics with venue &amp; vendors</li> <li>❖ Distribute &amp; review approved Event Timeline and Production Schedule with vendors</li> <li>❖ Final vendor confirmations</li> </ul> <p><b>Providing on-going professional guidance:</b></p> <ul style="list-style-type: none"> <li>❖ On-going communication</li> <li>❖ On-going etiquette advice</li> </ul>	<p><b>Coordinating your Rehearsal:</b></p> <ul style="list-style-type: none"> <li>❖ Orchestrate Ceremony Rehearsal (or support church coordinator)</li> <li>❖ Distribute and review Event Timeline with Wedding Party</li> <li>❖ Review/deliver personal items</li> </ul> <p><b>Coordinating and executing your wedding day:</b></p> <ul style="list-style-type: none"> <li>❖ Oversee set up of Ceremony and Reception site(s)</li> <li>❖ Set up all personal items (including programs, favors, escort cards, cake items, etc.)</li> <li>❖ Distribute personal flowers</li> <li>❖ Coordinate &amp; execute flow of Ceremony &amp; Reception</li> <li>❖ Coordinate Reception formalities</li> <li>❖ Oversee all vendor commitments</li> <li>❖ Deliver final payment and/or gratuities to vendors</li> <li>❖ Ensure all Ceremony &amp; Reception items are packed and placed in designated location</li> <li>❖ Provide Emergency Kit</li> <li>❖ <b>Day of Assistant Team Will Be Added Into Customized Proposal Based on Event Needs</b></li> </ul> <p><b>NOTE: Day-of Event Manager lead for Execution Phase will be assigned (4) months out, unless otherwise agreed</b></p>

**\*Actual price dependant upon location, number of guests, event details, scope of work, and staff required on wedding day.**

**ALL PACKAGES ARE CUSTOMIZED TO MEET YOUR NEEDS.  
CONTACT US TODAY FOR A COMPLIMENTARY CONSULTATION.**

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