

Simply Elegant Weddings



Wedding Day Coordination

This package is a wonderful option for the couple who wishes to take care of all the wedding planning themselves, but wants the luxury of enjoying their wedding day without stressing over the “day of” details and issues that may arise.

With this package we are on hand to ensure your wishes for the day are executed in the manner in which you would like them to be. With the purchase of our Wedding Day Coordination package, we are happy to do the following for you.

Consultation

- Meet with you one month before your wedding to gain a clear understanding of your vision, goals, and requirements for your wedding day (1.5- to 2-hour meeting).
- Be available to answer any etiquette questions you may have.

Planning

- Develop a detailed, wedding day timeline and distribute it to appropriate wedding vendors.
- Obtain vendor contracts from you to ensure all items and services you contracted for are provided.
- Review each contract to ensure no detail has been overlooked.
- Contact every vendor to confirm delivery dates and time, locations, services contracted for, etc.

Ceremony Set-up & Coordination

- Attend the wedding rehearsal to ensure all participants understand their responsibilities and are aware of the flow of the ceremony.
- Coordinate all vendor set-up at the ceremony site to ensure your vision is executed properly.
- Ensure wedding rings and marriage license are on hand.
- Oversee all details before the ceremony including:
 - Placement of the guest book, programs, and altar items
 - Ensuring all bouquets and boutonnieres are distributed
 - Line-up of the wedding party
 - Cueing the musicians
- Distribute final payments and/or gratuities to musicians, officiant, etc.
- Assist you and your family with any matters that may arise.
- Provide a bridal emergency kit.

Reception Set-up & Coordination

- Supervise all vendor set-up and act as your spokesperson to ensure all of your wishes are achieved.
- Ensure tables and stage areas are set up according to your floor plan.
- Ensure the guest book, gift, placecard, and cake tables are placed and decorated appropriately.
- Place favors, table numbers, and any other items on guest tables.
- Coordinate with the master of ceremonies or DJ to ensure your reception flows smoothly from start to finish (announcement of your arrival, first dance, toasts, cake cutting, bouquet toss, etc.).
- Distribute final payments and/or gratuities to musicians, caterer, photographer, etc.
- Inspect restrooms before guests arrive.
- Greet guests that may arrive late.
- Secure all gifts with caretaker of your choice.
- Assist you and your family with any matters that may arise.

Please call us at 571-263-9500 for package pricing and a free consultation.