



## Full Coordination Package

### Preparation for your Wedding Day

- ❖ Initial consultation to explain the planning & coordination process
- ❖ Wedding Website – Creation and Personalized web address
- ❖ Unlimited email communication from date of contract
- ❖ Unlimited phone communication during the month of your wedding
- ❖ Advice on how to personalize your wedding
- ❖ Find/Refer, and/or engage additional vendors
- ❖ 30 day out finalization meeting to gather all information about Wedding Day.
- ❖ At least 2 weeks prior to the ceremony, all vendors listed on the contract will be contacted to verify details of their services
- ❖ Contact all vendors listed on the contract to finalize any payment due 1 week prior to the ceremony

### Rehearsal

- ❖ Organize wedding rehearsal
- ❖ Develop & distribute Wedding Day timeline to be given to the bride to distribute at least 4 days prior to rehearsal

### Wedding Day

- ❖ Manage wedding vendors per your instructions — Doug Smith Designs and Events will be available in person and by telephone during the entire wedding day to assist vendors with any problems or questions
- ❖ Manage wedding party
- ❖ Manage vendor & decor setup at ceremony & reception sites
- ❖ Organize & distribute all personal flowers to wedding party, family members & special guests
- ❖ Provide Bridal Emergency Kit — aspirin, energy bars, mints, sewing kit, etc.
- ❖ Facilitate the wedding ceremony
  - Check for any items necessary to properly conduct the ceremony
  - Oversee ushers & guest book attendants
  - Make sure that all members of the wedding party are looking picture perfect
  - Properly line up processional & cue musicians
- ❖ Set up and break down table numbers/names, place cards, favors, toasting glass & serving set per your instructions
- ❖ Coordinate entertainment and all announcements/events during reception
- ❖ Ensure payment of vendor tips & balances
- ❖ Return personal or rented items as agreed upon in advance to their owners