

# Full Wedding Coordination Package

## Preparation for your Wedding Day

- Initial consultation to explain the planning & coordination process
- Wedding Website – Creation and Personalized web address
- Unlimited Phone/Email/Text communication from date contract is finalized
- Budget creation and facilitation
- 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.
- Manage guest RSVP collection
- 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

( Rehearsal dinner coordination available for an additional fee )

- Organize wedding rehearsal
- Develop & distribute Wedding Day timeline to be given to the bride to distribute at least one week prior to rehearsal

## Wedding Day

- Manage all wedding vendors per your instructions Doug Smith Designs + 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
- 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

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