



Complete Day of Coordination Package

- Visit to both ceremony and reception sites Prior to wedding
- Verify the proper place setting and placement.
- Verify the development of a detailed wedding time-line and floor plan, provided by the bride, for contracted vendors and bridal party.
- Follow up telephone calls to all contracted vendors 1 – 2 weeks before wedding day
- Wedding Rehearsal Supervision (2 hours maximum)
- On-site coordination and supervision at the ceremony site and during the reception for up to 8 hours on the day of your wedding.
- Manage set-up of ceremony and reception areas of all tables and chairs.
- Distribution & set-up of guest book, place cards, wedding favors, photographs and all other items.
- Line up and prepare MC, wedding party, and family members for the grand entrance prior to the reception.
- Ensure the reception area décor is completed and as desired before opening doors to venue.
- Direct guests to the ceremony and reception areas
- Supervise and communicate with the chef, banquet captain and catering staff to ensure excellent and timely dinner service
- Handle any emergencies or unexpected occurrences in a professional and comprehensive manner, including follow-up after your wedding day
- Keep the wedding day running on schedule as closely as possible while maintaining a good flow of events
- An additional event manager, on site, the day of the wedding if needed
- Distribute final balances and gratuities to vendors on your behalf

Need Full Planning or Month of Planning?

We have relationships with the “BEST” wedding professional in South Florida (WEDDING PLANNERS) whether you are planning your wedding locally or planning a destination wedding, they are very creative, knowledgeable and helpful with every aspect of your wedding.

Bridal Services