PLATINUM PARTY MONTH OF COORDINATION PACKAGE

Our month of coordination package is ideal for couples who have all the elements to their wedding planned but need a professional at their side to make sure everything runs smoothly on their wedding day. We start to coordinate seven weeks prior, to familiarize ourselves with your plans and vision and then executing all the details on your big day. This allows our couples, their family/friends & guests to enjoy the wedding day and not manage it. We arrive at the **same site** location while you're getting ready and can help with anything you need and at the same time manage your reception setup, ceremony, vendors and much more.

BEFORE THE WEDDING DAY

- Head Coordinator starts to take the reins (7) weeks before your event.
- Telephone and email support (We will reply to all emails within 24 hours, Monday – Friday)
- We provide our clients with Platinum preferred vendor recommendations; however, there is no obligation to book with our vendors. We always love collaborating with new vendors.
- This package also includes a 30-minute consultation to discuss your wedding vision and share your ideas with us. We can review your mood board, explore table design inspirations, and discuss your planned décor and its placement, among other details.
- Platinum will send out our **"wedding info sheet"** (7) weeks before the wedding. This will assist the coordinator in creating a well-organized document for your special day. The couple will need to complete all the requested information and return it to us in a Word document format. This questionnaire will cover details such as vendor contacts, bridal party members with their phone numbers, and special notes. Any items the couple may be bringing in, like welcome signs, signature drink signs, toasting flutes, seating cart. Photos of the table design if available, seating arrangements, and other relevant items related to your wedding.
- The clients will send over their already booked vendor contracts. Platinum coordinators will review all orders/contracts to be delivered or picked up (i.e., rentals, florals, cake catering, etc.) and incorporate any important information needed for the timeline.
- One onsite venue walkthrough is included, along with an additional walkthrough if needed.
- A platinum coordinator will work with the clients, venue, and tent company (if applicable) to create a reception floor plan that works best for the space based on the client's guest count. We will advise the client on table sizes vs maximum guests per table, vendor placement etc.
- The clients will also submit a summary of their guests seating arrangements. This includes table numbers, guest names, and any dietary restrictions.
- Make introduction calls/emails to vendors and venue space.
- Forward a copy of the venue's policies and protocols to all vendors.
- Request copies of vendors' insurance policies and forward these COIs to venue Management.
- Confirm arrival time, start time, and strike time of vendors per their contracts.
- Follow up telephone calls to all contracted vendors (1-2) weeks prior to the wedding day to verify details of their services and the remaining balances. In addition, discuss with vendors their delivery dates, and delivery window times.
- As we create a comprehensive wedding day timeline, we are incorporating the DJ or bands and photographer's timeline along with all the special events of the day.

- Scheduled a call with the wedding couple to review the timeline, including the flow of speeches, dances, cake cutting, and other key events.
- Schedule a 30 min. call with photographer to go over details of the timeline.
- Create a Final detailed timeline for the big day. Our timelines provide an overview of the day and create transparency and direction for all vendors to work together.
- Distribute the finalized timeline, parking/load-in instructions, venue policies, special client instructions, and the floor plan to vendors.

WEDDING DAY

Onsite, **same location** "Day of coordination", attend to the bride and bridal party upon our arrival, supervision of onsite reception & Ceremony. **(we can also accommodate an off-Site ceremony, with a different reception location, please inquire about pricing)**

- Up to 12 hours of coordination services throughout the day by head coordinator
- 8 hours of service by an assistant coordinator throughout the day
- Ensure correct placement of tables and chairs as per the floorplan and space has good flow.
- Ensure all vendors are in the proper space upon arrival as per the floor plan.
- Oversee reception set-up and set up decor provided by the couple. Items like; tabletop decor, welcome table decor, signage, favors etc.
- Greet the bride and bridal party and assist with anything that arises.
- Ensure the bride and bridal is dressed and ready to go on time.
- Stay connected with the transportation company regarding bus or limousine drop-offs and pick-ups.
- Upon arrival of flowers at the venue, distribute boutonnieres and help pin if needed, bouquets, corsages and flower girl baskets to bridal party and family.
- Accompany the bride, groom, and bridal party alongside the photographer if necessary. For instance, we can assist in locating absent bridal party members, help hold bouquets, adjust veils, and essentially do anything to simplify our couple's special day.
- Day of we align with the couple's wedding officiant and go over ceremony details. ○ *If you request our presence at the ceremony rehearsal to conduct the practice on the day before the wedding, please note that this will incur an additional fee to cover the extra work and travel time involved.*
- Ensure; a dedicated bridal party member (MOH/BM) has the wedding rings, marriage license and vows
- Day of, position bridal party for processional, recessional, and receiving line.
- Manage/direct guests during ceremony.
- Work with DJ/wedding quartet or band with cuing for ceremony.
- After the ceremony, ensure a smooth transition from ceremony to cocktail hour.
- Ensure marriage license is signed and safely put away.
- Attend to Bride and Groom, see if they need a moment alone after the ceremony.
- Handle Wedding Attendant duties like bustling the bride's dress or facilitating a wardrobe change.
- In the event of a last-minute wedding emergency, we've got it covered! Whether it's sewing on loose buttons, fixing hair, adjusting veils, or crafting last-minute bouquets on the spot, we are here to support you!
- Collaborate with the catering captain to direct the chefs in preparing the cocktail hour food for the Bride and Groom. The coordinator will then deliver the food to the Bridal Suite or the location where the couple is situated.

- Fifteen minutes before cocktail hour ends Platinum coordinator will gather bride, groom and bridal party to prepare for entrances.
- At the reception, serve as the connection between the client and vendors. Make sure that all vendors adhere to the timeline to ensure a seamless transition between the ceremony, cocktail hour, and reception.
- Collaborate closely with the Band/DJ/MC on all wedding formalities. Key elements to coordinate include:
  - Ceremony music
  - Reception Introductions
  - Toasts and speeches
  - First dance
  - Parent dances
  - Cake cutting
  - Special announcements
  - Dance sets
  - Breaks
  - Last call
- Gather the bridal party and collaborate with the Emcee or DJ to confirm the order for the reception introductions.
- If transportation is arranged for guest pick up, we ensure DJ/Band makes a clear announcement of pick-up times.
- The coordinator will be prepared with a wedding emergency kit readily available if necessary.
- Ensure that all personal items are packed up at the end of the night and placed in one area for the couple.
- Oversee vendor breakdown and clean up at the end of the ceremony/reception
- breakdown and pack up any decor coordination team was responsible for setting up, ensure all décor is in one area for the couple or vendors to be picked up.
- The client is accountable for all final payments and gratuities to vendors. However, we will email our client a recommended tipping schedule. This ensures that all final payments and tips are delivered to the appropriate vendors on the event day. **(Please ensure that all envelopes are sealed and clearly labeled for each specific vendor.)**

CLIENT REMINDERS

- It is the responsibility of the client to provide us with contact names, telephone numbers, and scheduled timetables for all vendors involved in the wedding ceremony and reception.
- It is the responsibility of the client to notify us of any changes in a timely manner.
- It is the responsibility of the client to complete the Vendor Information sheet as thoroughly as possible and email it back in word doc format. As mentioned above we will send this document (7) weeks prior. Please note any Additional vendor information can always be added if you contract vendors after submitting this document.
- It is the responsibility of the client to provide us with copies of vendor contracts for all vendors listed on your Vendor Information sheet.

WHAT THE MONTH-OF PACKAGE DOESN'T INCLUDE:

- Full Consultation in decor and design
- Creation of overall vision or theme
- Participation in design, or installation of DIY projects
- Attendance on lengthy phone calls/meetings with your vendors
- Physical floral or centerpiece construction or de-installation
- Budget creation or management
- Booking Hotels or Room Blocks
- Booking venues/vendors or negotiating contracts
- Invitations, save the dates, stationery and RSVP management
- Procuring wedding welcome bags, favors and bridesmaid proposal boxes
- Previous day wedding ceremony rehearsal
- Booking additional events, such as rehearsal dinner, welcome party, or Sunday brunch

THE ITEMS/SERVICES MENTIONED ABOVE REQUIRE FURTHER CONSULTATION AND WOULD BE AN ADDITIONAL COST. IF WE ARE UNAVAILABLE TO ASSIST, WE CAN RECOMMEND A COMPREHENSIVE EVENT PLANNER IF THAT'S WHAT YOU REQUIRE!

CEREMONY REHEARSAL PRICING

Enhance your wedding experience with our Platinum Ceremony Coordination add-on—With this upgrade, as a Platinum coordinator, we take charge by determining key aspects such as the entrance for the bride, the lineup for the bridal party, the placement of special traditions within the ceremony, and the walking arrangements for each participant. We guide everyone on where to stand, how to walk, how to carry the bouquet, and how the groomsmen should position their hands while lining up. As your rehearsal coordinator, we collaborate with all participants and the officiant, if present, ensuring everyone feels confident and prepared for the big day! And, of course, we will create a backup plan together for outdoor weddings in case of rain, so that everyone is at ease.

There are two different ceremony rehearsal options, **same site wedding venue ceremony rehearsal assistance** and **off-site ceremony assistance at your place of worship**. Both options include your rehearsal
coordinator for up to (1.5) hours but if you require a rehearsal coordinator at your place of worship, please note that this option involves a bit more effort. Your scheduled coordinator will manage and oversee the ceremony as if it were held at your chosen venue. On the day of your wedding, upon arriving at your preparation location, the coordinator will ensure that the bride and bridal party have everything they need, including personal flowers, bags, and items for transportation. The coordinator will accompany the transportation bus to the place of worship and manage the ceremony. Afterward, they will coordinate with the photographer for any photos taken at the place of worship, before heading to the venue location. Finally, the coordinator will return to your reception to join the rest of the team and carry out their duties.


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