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*By Appointment Only*

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5380 Twin Hickory Road, Suite 103  
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*By Appointment Only*

[www.thecordialcricket.com](http://www.thecordialcricket.com)

## Wedding/Event Day of Coordination Package

This package is designed for clients who have completed all of their wedding/event planning, but desire a professional to coordinate the details at both their wedding rehearsal and day of wedding/event. It includes all details associated with the coordination of the wedding/event rehearsal and wedding/event day. The goal is for our clients to relax and enjoy the day of their event as it unfolds. Our seasoned wedding & event coordinators specialize in making sure that happens!

### **Wedding/Event Day of Coordination Package**

This package includes the following services:

#### Pre-Wedding/Event Services

- \* Initial complimentary meeting to discuss wedding/event and reception details
- \* Preliminary walk through of ceremony/event and reception sites
- \* Review vendor contracts to ensure vendor's services are clearly outlined in contracts
- \* Confirm set up times with all vendors
- \* Prepare detailed itinerary for wedding day
- \* Attend and direct rehearsal
- \* Unlimited phone calls & emails with wedding/event coordinator

#### Wedding/Event Day Services

- \* Arrive 2-3 hours prior to ceremony/event to ensure final details are all taken care of
- \* Supervise and manage vendors at the reception
- \* Distribute bouquets and pin flowers on attendants
- \* Set up programs, favors, toasting glasses, guestbook, table and place cards, cake serving set or ensure that all of these items have been set up appropriately.
- \* Direct wedding ceremony
- \* Prompt band/DJ of reception activities such as introductions, first dance, toasts, cake cutting, bouquet/garter toss
- \* Distribute day of payment and tips
- \* Distribute items to be tossed (garter & bouquet tossing)
- \* Ensure wedding bands and marriage license are on hand and signed appropriately
- \* Ensure tables are set up according to floor plan
- \* Bustle wedding dress for bride
- \* Provide wedding day emergency kit for bride
- \* Oversee those assigned to reception clean up duties have returned facility to agreed state per venue contract.
- \* Ensure gifts, cake, bridal attire, guestbook, cake serving set, toasting glasses and any other personal items are transported to their assigned location following the reception
- \* Up to 10 hours of ceremony and reception coordination on day of your event and up to 2 hours of coordination at the event rehearsal