



## TODAY Wedding Services (Most popular!)

Congratulations on your engagement! Thank you for considering A Wedding Day Coordinator for your upcoming nuptials. Outlined below are the services I provide for the TODAY Wedding Services plan.

- **2-hour general consultation** to discuss design, theme, goals, timeline, and information unique to your wedding.
- **2-hour meeting** 1 week prior to wedding to finalize details.
- **Available for 3 hours for wedding rehearsal and last-minute tasks** as agreed by Couple and Wedding Coordinator 1-2 days before the wedding. If only 1 hour is needed on the rehearsal day, then the other 2 hours can be used for ceremony/reception venue walkthrough(s) or other wedding tasks.
- **8-hour availability** on wedding day (some flexibility in schedule, if needed).
- Manage and support final decisions made by couple.
- Gather, create, and distribute (if necessary) primary contacts list.
- Create and distribute timeline to vendors and wedding party.
- Confirm attendance time with officiant(s), vendors, and musician(s).
- Oversee setup according to final design.
- If applicable, email and confirm ceremony/reception layout with vendors.
- Maintain guest seating list and arrangements on wedding day.
- Can edit/proof wedding programs and menus.
- Track and place all wedding items (program, candles, favors, flutes, guestbook, menus, etc.) for ceremony and reception.
- Act as vendor and officiant liaison.
- If necessary, distribute final payments and gratuities to vendors.
- Primary contact for vendors and guests in regards to wedding day issues and questions (i.e. etiquette, logistics, referrals).
- Email maps and directions as requested. (Will have some copies printed on wedding day.)
- Confirm and print speeches.
- Pin flowers on wedding party (if needed).
- Gather all items not picked up and deliver to local San Diego contact. If items need to be mailed, postage will be billed to couple if package exceeds \$10.
- Distribute marriage license and copies to designated parties.

**Fees & Terms:** The Wedding Coordinator's fee is **\$600**. To officially book wedding services, a **non-refundable deposit of \$100 along with a signed agreement** is required. The remaining balance of \$500 will be due one week prior to wedding. Additional fees may apply for *extra services* not listed above (i.e. extra in-person meetings, extended wedding day hours, or event assistants) and as agreed by Couple and Wedding Coordinator. **(Please note: Additional fees apply for credit card payments.)**

*Updated 2/26/17*