

# month of coordination

## **Services Provided- Preparation and Rehearsal:**

Three in person/virtual meetings  
Unlimited communication via email & text  
Attendance and coordination of rehearsal  
Complete timeline of events for the weekend  
preferred Vendor recommendations

## **Services Provided- The Event Day:**

Full Event day coverage from set-up to clean-up,  
Supervision of vendor set  
Set-up of personal items  
On-site crisis management  
Facilitation of the event  
Assistance of guests with reception seating  
Oversight of DJ/Emcee and all announcements  
Coordination of grand exit  
pack up all personal items  
Distribution of vendor final payments and gratuities

Additional services may be provided upon request and may require an additional fee.

Note: The Client is responsible for booking all vendors and negotiating all vendor contracts.

**PACKAGE STARTING AT \$1800**