



EMILY'S ETIQUETTE AND EVENTS

Day-Of Wedding Coordination Package - List of Services and Fees

3 months Before (3 hours)

Review all details, logistics and vendor agreements as planned by the family for the wedding day and write timeline

Provide etiquette advice

At the Rehearsal (3 hours)

Work with wedding officiator to choreograph wedding ceremony, (unless otherwise done so by ceremony venue personnel)

Facilitate rehearsal of processional and recessional with attendants, flower girl and ring bearer

Remind wedding party of where they need to be the following day, and at what time

The BIG DAY! (10 hours)

Facilitate on-time arrival of hair and make-up stylists and instruct them as to where to set up their equipment

Coordinate any pre-wedding meal deliveries and clean up

Confirm photographer and videographer arrive on time, and are aware of the day's timeline

Coordinate with transportation vendor so the wedding party departs for the ceremony as scheduled

Communicate any last minute details to the wedding party

Confirm florist has delivered and set up all ceremony floral arrangements

Ensure that personal flowers (i.e. Boutonnieres, Flower Girl baskets and corsages) have arrived at ceremony location and are distributed

Set up programs, guest book, unity candles, and send-off items

Ensure ceremony musicians have arrived and direct them as to where to set up

Ensure Ushers/Groomsmen arrive on time and are ready to escort guests

Ensure designated attendants arrive on time and are ready to pass out programs and assist with the guest book

Alert Ushers/Groomsmen as to when to begin escorting guests to their seats

Coordinate with the ceremony officiator and musicians to determine signals or cues that will begin the ceremony

Handle any emergencies that may arise

Line up wedding party and family members for the recessional

Cue ceremony musicians when wedding party is ready to begin processional
Transport items from the ceremony location to the reception venue and store any items not needed at the reception
Greet all vendors and instruct them as to where to set up
Make sure Reception décor/flowers are set up according to plan
Confirm timing and logistics with band, DJ or designated emcee and ensure they can correctly pronounce the wedding party's names
Meet with catering and venue staff to confirm food timing and the overall flow of the evening
Arrange place cards according to seating chart
Place favors at individual settings
Set up table numbers, guest book, card box, cake cutting utensils and champagne flutes
Ensure any other miscellaneous décor is set up according to plan – wedding signage, cocktail napkins, family photos, photo booth and so on
Assist catering and/or venue staff with remaining setup needs
Examine guest tables and head table to confirm they are set up properly and have the correct number of chairs at each
Review final set up before guest arrival
Ensure proper flow of Cocktail Hour food and drinks
Help guests locate their place cards and dining tables, and encourage them to take their seats at the appropriate time
Locate wedding party and line them up for their introductions
Cue band, DJ or designated emcee when the majority of guests have found their tables and the Bride and Groom are ready to be introduced
Know the catering service's schedule, and help ensure that guests are served at the appointed time
Cue band/DJ, photographer, videographer and immediate family members when important events take place (i.e. first dance, parent dances, cake cutting, and toasts)
Cue Father of the Bride, Best Man and Maid of Honor when they are about to be announced for toasts
Distribute final payments and gratuities to vendors at the end of the night
Prevent and fix any problems that may arise during the event
Remain easily accessible through the entire event
Collect gifts and personal décor items, and ensure they reach the designated family member, room and/or vehicle at the end of the night
Coordinate reception departure transportation and/or formal send-off

\$900 for 16 hours as listed, additional hours at \$65/hour

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