

## Package No. 1

# Day-Of Coordination

Day- of coordination generally includes the following items, but can be customized to fit your unique wedding needs.

### Pre-Wedding Production

- Two face-to-face meetings (first is the complimentary kick-off meeting where you will meet with Kira and discuss all your wedding details prior to booking, the second is the final detail meeting held a month before the wedding and this should take place at your reception venue)
- Unlimited phone and email communication/advice
- Recommend vendors based on event budget and style
- Attend reception venue one month prior to wedding day to discuss and finalize last minute details.
- Create a timeline for your wedding day and remind vendors of specific details
- Sixteen hours of coordination and two coordinators on site at all times during duration of wedding day

### Wedding Month

- Attend a final detail meeting with you and your fiancé to collect all information (should take place at venue)
- Confirm all details and arrival times for vendors

### Wedding Day

- Coordinate all aspects of wedding day
- Oversee check-in of rentals and vendors
- Coordinate all deliveries and installations of wedding day in accordance with vendor contracts
- Coordinate distribution of final payments and gratuities
- Manage and coordinate transportation for wedding party and guests
- Provide a wedding day emergency kit
- Organize and assemble paper goods (programs, escort cards, place cards, menu cards, etc.) and personal decor items (guestbook, card box, photos, centerpieces, signs, etc.)
- Oversee timely “flip” of room from ceremony to reception (if needed)
- Conduct final lighting, sound and temperature inspection prior to guest arrival
- Conduct final seating and table check prior to guests welcomed to reception
- Cue all music changes and speeches with band/DJ
- Cue guest of honor and family for special moments including: cake cutting, toasts and dances
- Serve as point person for all vendors—cueing timing throughout event
- Manage and remedy all day-of challenges in a timely manner
- Arrange favors (if applicable)
- Oversee take down of venue and collect all personal items (decor, washroom baskets, cards, gifts, etc.) at the end of the night and bring them to a designated location
- Double check return/pick up of all rental elements from caterer and floral designer

\$1,350

\*this price does not include travel expenses or credit card processing fees