

Yasmen Katrina Events

& WEDDING PLANNING

Day (month) Of Coordination*

*Please note that I offer "Month Of Coordination" due to meetings beginning 6 weeks prior to wedding

WHAT'S INCLUDED?

- Three (3) - consultation sessions including Initial wedding meeting to discuss your design/décor/vendors, venue walk-thru, & the timeline meeting - final wedding week overview.
- One-on-one communication with your coordinator from the time of contract signing to wedding day! (Email or scheduled phone calls)

REHEARSAL SERVICES

- Attend & direct rehearsal with Officiate or on-site coordinator, processional, recessional, timing & facilitate with hand-off of marriage license.

WEDDING DAY

- I coordinate from set-up to clean-up at the end of the event.
- Supervise vendor arrivals, load-in and set-up specific to client's signed contracts.
- Pin flowers, distribute bouquets, all personal flowers.
- Facilitate photographer with timing/ getting Wedding Party & family organized for photos.
- One-on-one coordination with the Audio Visual team & musical entertainment to run sound check & sound placement for ceremony, cocktail, reception, etc.
- Transport all décor & your wedding purchased items to ceremony, cocktail, & reception site.
- Review layout, table placement, and chair and place setting counts for each table.
- Set-up programs, personalized, escort cards, place cards, table cards, menus, favors, guest book, cake table, gift table, furniture, linens, napkin folds, sweets/dessert stations, etc.
- Coordination of processional, marriage license signing, grand entry, toasts, first dances, cake cutting, bouquet and garter toss, grand exit, misc. entertainment; with reminders to the couple throughout the reception so they can just enjoy having fun and not keeping time.
- Coordinate food service with vendor and entertainment timing.
- Bustle bridal gown.
- Transport gifts and gift cards to designated location.
- Distribute final payments and gratuities to vendors.
- Vendor cleanup coordination to make sure all of your wedding items get returned back to their proper location.
- Ensure personal items & purchased décor get returned to their proper location.
- Last minute misc. detail & design work based off client's design standard throughout the event.
- Wedding day emergency kit for all wedding mishaps.