

Our brides carry bouquets, not clipboards! On your wedding day, your only job is to focus on yourself and creating beautiful memories with your guests. Our Day-of Wedding Coordinator is here to coordinate the entire day from start to finish. She works side by side with the Catering Manager and Culinary Team to produce the wedding of your dreams.



The following outlines of some of the tasks your Champion Hills Day-Of Wedding Coordinator handles.

PRIOR TO WEDDING DAY

- Meet with Bride and Groom at least one month before the wedding to review all details and logistics, including vendors and contact information
- Review any arrangements the couple have previously made with vendors
- Create a detailed a wedding day timeline and distribute to the Bride & Groom, vendors, Champion Hills Team and other appropriate parties
- Be available to Bride & Groom prior to wedding day to answer any questions

DAY BEFORE WEDDING

- Work with wedding officiator to choreograph wedding ceremony, processional and recessional
- Conduct the rehearsal
- Ensure everyone knows the schedule for the following day
- Confirm last minute items with the Bride & Groom

WEDDING DAY

- Facilitate on-time arrival of vendors (e.g. florist, cake, hair stylist, DJ and photographer); greet them and show them where to set up.
- Communicate a 'Countdown to I Do' with the wedding party members as the day progresses
- Be on hand for the wedding party to handle any emergencies that may arise
- Line up the bridal party for their entrances down the aisle
- Cue Ceremony musicians when bridal party is ready to begin processional
- Gather family and bridal party for photos after the Ceremony
- Make sure band, DJ or designated emcee can correctly pronounce the wedding party's names (and in the right order) for the introductions
- Set up guest book, cake cutting utensils, and champagne flutes
- Assist Champion Hills Team with any setup needs and review final set up before guest arrival

WEDDING RECEPTION

- Work with Champion Hills Team to ensure proper flow of food and drinks throughout the night
- Encourage guests to take their seats at the appropriate time
- Help guests locate their escort cards and dining tables
- Locate Bride, Groom and wedding party and instruct them to stay to the side of main dining room until they receive cue for their introduction
- Cue band, DJ or designated emcee when the majority of guests have found their tables and Bride and Groom are ready to be introduced
- Cue band/DJ, photographer, videographer and immediate family members of the Bride and Groom when important events take place at reception (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
- Prevent and fix any problems that may arise during the event
- Remain easily accessible through the entire event in case there are any details the Bride & Groom would like attended to
- Collect gifts and personal décor items and ensure they reach the designated family member, room and/or vehicle

PRICING:

Prices are based upon the size of the wedding, beginning at \$750.

Because Day of Coordination is an add-on service, please make checks out separately to Heather Myers.