



# perfectly paired

Wedding day coordination is best suited for couples who are planning the wedding themselves. However, our involvement begins much earlier than the wedding day. In addition to making sure everything goes smoothly the day of the wedding, we offer guidance in the planning process. And when the day arrives, we take over the implementation of all your plans so you, and your loved ones, can enjoy the wedding!

**Before the Wedding** - in the weeks leading up the wedding, we will go over all the plans with you and help identify any gaps.

- Provide sample documents to help organize your plans
- In-person planning meeting to go over logistics (within a month of the wedding; preferably at the reception location): This is an important opportunity to make sure we understand your vision as well as use our experience to tighten up plans and offer suggestions
- Review of documents
- Walk-through details of the wedding day
- Refine final to-do list (check for red-flags, new ideas, etc.)

**Wedding Rehearsal** - along with your officiant, we help make sure your wedding party is ready for the ceremony.

- Meet wedding party and family
- Review final details for ceremony venue
- Provide tips for ceremony
- Optional: run the walk-through in coordination with venue point person and officiant

## **Wedding Day**

- Ceremony
  - Arrive at least 1hr before ceremony
  - Greet vendors and direct them to their designated set-up locations
  - Review set-up, make sure special requests are carried out, and troubleshoot any last minute issues
  - Manage execution of timeline
  - Check-in with the wedding party, assist with requests, keep them updated on the timeline, and make sure everyone is ready to go

- Coordinate with and cue musicians/DJ, photographer(s), and wedding party to ensure a smooth flow of the ceremony
- Dedicated person to stay at this location through clean-up to make sure nothing (including decorations and gifts) gets left behind!
- Reception
  - Dedicated person to show up early and ensure set-up of all decorations through clean-up \*especially important if this is a separate location\*
  - Set-up all personalized decorations/displays provided by you, spot-check vendors' set-ups, and ensure the location meets your vision
  - Greet wedding party and/or family and direct them to any special staging or rest areas
  - Coordinate entrance of bride and groom
  - Make sure people are ready for speeches, first dance, cake cutting, etc.
  - Check-in with wedding party throughout the reception to make sure everyone is being taken care of
  - Coordinate with and cue DJ and MC for changes in music, first dance, etc.
  - Coordinate with food vendors on the timing of the meal, cake cutting, toasts, etc.
  - Coordinate with and cue photographer(s) to ensure key moments are captured
  - Arrange the end of night send-off
  - Ensure personal items and all decorations are packed up and taken by designated person

This document includes just some of the many ways we hope to make the planning process stress-free and the wedding day a success. Contact us with any questions!

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