

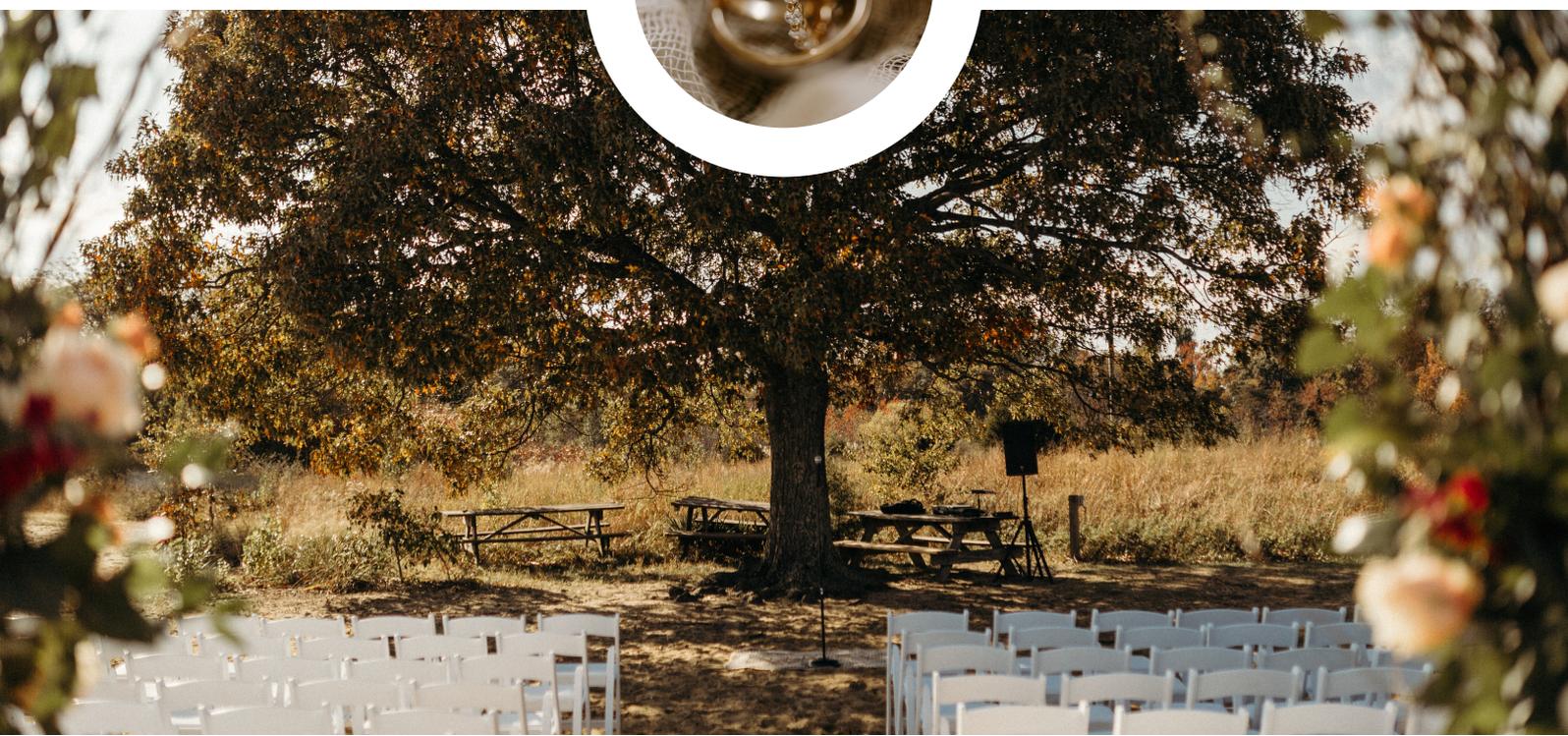
Venue Coordination

Chesapeake Bay Foundation

Venue Coordinator provides a seamless day of execution for your wedding. This is perfect for couples who are managing the wedding planning process on their own but need trusted assistance for the implementation of their vision.

Coordination will start 6 to 8 weeks before your wedding and covers vendor and detail management. Services include setting up and breaking down your décor items and overseeing all the ceremony and reception events.

Services \$1,200.00



Timeline

OUR PROCESS



-
- Initial Coordination Meeting: 60 days
 - Meeting to discuss needs and logistics of the event
 - Create Timeline
 - Review Décor, Florals and Additional Rentals

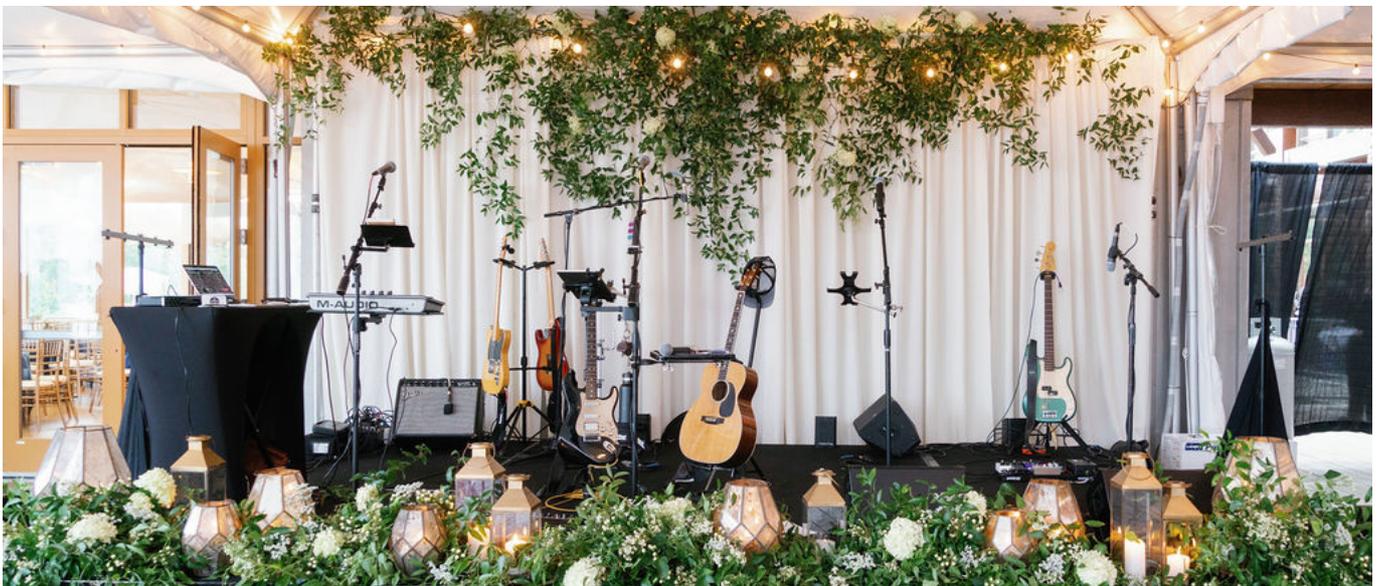
- Venue Walk Through: 30 days
 - Visit venue in person to discuss logistics
 - Meet with caterer to ensure everyone is on the same page

- Vendor Confirmation: 2 Weeks
 - Initial email introducing the Coordinator to the Vendor Team
 - Email confirming arrival time, set-up time, onsite requirements, answering questions for all vendors
 - Email providing vendor team with the detailed event timeline

Timeline

OUR PROCESS

- Final Logistics Meeting: 1 week
 - Review final timeline/layout and any last-minute tweaks.
 - Confirm ceremony logistics including music timing and all bridal party entrances
 - Receive any items that need to be set-up onsite and held at CBF (i.e. place-cards, menus, table #'s, signs/additional stationery, guest book, gift/card box, wedding favors). Oversized items must come day of event
- Day of Coordination: Wedding Day
 - Ensure all vendors are set up in a timely manner according to the final layout
 - Ensure personal items are set up and placed according to the final layout
 - Coordinate all ceremony entrances (VIPs, Mom's, Wedding Party, Groom, Bride) and music
 - Ensure all vendors stick to the final timeline as appropriate
 - Assist with packing all personal items for departure





Your Coordinator

S H A N N O N W R I G H T

Shannon has several years of experience working as a wedding planner and as a venue coordinator for multiple venues. As the Wedding and Events Manager for CBF, Shannon has the advantage of knowing your venue better than anyone! Her attention to detail, enthusiasm for your vision, and positive attitude will bring ease to your wedding.

Contact Shannon to learn more about booking venue coordination.

