

# *One Fine Day*

You have worked so hard to make this day a reality. We will ensure everything proceeds as planned by being your eyes and ears throughout the day.

This is our month-of wedding coordination package. We will work to help you tie up loose ends and confirm all your plans.

Services begin one month prior to the wedding day.



- ♥ One coordination meeting four weeks prior to your wedding
- ♥ Telephone and e-mail communications during the month of your wedding
- ♥ Confirmation of arrangements with your selected vendors
- ♥ Guiding and assisting you with your wedding day timeline
- ♥ Assistance at Wedding Ceremony Rehearsal
- ♥ On-site wedding day direction for up to eight hours, including:
  - Orchestrating the events of the day, ensuring everything proceeds as you planned
  - Monitoring the set up and clean up of ceremony and reception locations
  - Serving as a contact person for vendors, ensuring they fulfill their contracts
  - Distributing final payments/tips to vendors
  - Taking care of any unexpected issues that may arise
  - Ensuring wedding party and vendors adhere to the timeline
  - Use of wedding day emergency kit
  - One assistant coordinator



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