

# *Joyfully Yours Weddings & Events*

[WWW.JOYFULLYYOURS.NET](http://WWW.JOYFULLYYOURS.NET)

## **“Day Of” Wedding Coordination**

As a professional hired to execute all the wedding plans that the bride and groom have planned, we do our best to ensure that the day runs smoothly. We act as liaison between the bride/groom, guests, and vendors. Our focus is to take care of the details and whatever comes up, so everyone can enjoy the day. Our work typically start three months prior to the wedding day.

Email/Phone Consultation: free

- Check date for availability.
- Questionnaire sent via email. Pls. bring to the In-Person Consultation
- Description of Services details and costs via email.
- Contract

In-Person Consultation: \$60/1 hr. goes towards purchased coordination/planning services if contract signed on same day or week.

- Planning assessment
- Discuss vision, planning, questionnaire, etc.
- Review/Sign Contract
- Discuss Expectations.
- Tips, suggestions, etc.

Three to one month prior to the wedding:

- Connect with the bride/groom to checkup on their planning.
- Check for “red flags” on the planning, present solutions
- Couple Get Ready emotionally, mentally, etc.
- Visit the venues.
- Vendor Referrals if needed. Up to 3 vendors or 3 categories of vendors.
- Tentative Timeline
- Connect with vendors
- Checklists, layouts, etc.
- Make sure Questionnaire is filled out completely.
- 2-3 meetings in person if needed. Communication mostly via email, and phone.

Two weeks prior to the wedding:

- Creation of a detailed overall timeline to be sent to bridal party and vendors
- Communicate with vendors for last minute changes and review contracts to ensure all obligations are carried out
- Ongoing checklists
- Confirmation of layout details of ceremony and reception
- Rehearsal plan review

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One week prior to the wedding:

- Allow the bride to have this week to enjoy pampering herself. I will be the main contact person.
- Finalize everything. Check with other vendors.

During the Rehearsal: Maximum 1 hour

- Facilitation of rehearsal: instructions on seating arrangements, wedding party processional, ceremony, and recessional.
- Last minute instructions.

Pre-ceremony: Arrive at venue at least 2 hrs. prior to ceremony; Day Max.:8. Number of hours included in contract.

- Venue review/checklist
- Management of entire event
- Quality control of entire event
- Liaison for vendors and wedding participants regarding specific duties.
- Distribution of timelines to wedding professionals
- Preparation for the procession: wedding party line-up
- Ensures that valuable items are with the right people, in the right places (rings, etc.)
- Coordinates the music with the musicians
- Guides the wedding party during the procession
- Ensures all the ceremony plans are carried out

Post ceremony:

- Coordinates with reception vendors to make sure they are on time.
- Helps direct guests to the reception; as well as instructions, if any.
- Connects with ushers/attendants for the guest book, toss bouquet, etc.
- Guides bride and groom to sign marriage license, snack, quiet time, etc.
- Directs bridal party for grand entrance.

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## Reception:

- Liaisons with caterer, dj, and other reception vendors
- Ensures that reception is properly set up, cakes have arrived
- Cues participants for cake cutting, first dance, announcements, photos, etc.
- Facilitation of reception program
- Preparation for the couple's departure
- Distribution of final payments and tips to vendors
- Supervision of gifts to a secure place, memorabilia, centerpieces, etc. to ensure they go to the right places/people.

Maximum hours for the day included in contract: 8

If more hours are needed, please let us know.

## Additional charges:

Travel fees if more than 40 miles, two or more venues, or if requiring additional assistants.

## Other available services a la carte:

- Décor Design for altar/ceremony, aisle, and reception-tables, etc.
- Setup/Cleanup
- Bridal Party Flowers
- Favors/Gifts