



Partial Wedding Coordination

The perfect package for the couple who plan to make most of their own arrangements

- Initial & ongoing meetings with bride & groom
- Assistance with budget development, ongoing budget oversight
- Ongoing wedding etiquette consultation as needed
- Vendor referrals and management of vendor relations
- Vendor contract review
- Preparation of checklists, timelines & itineraries
 - Includes preparation & distribution of Day-Of Itinerary
- Assistance with seating diagrams
- Assistance with ceremony planning
- Final contract review & confirmation with vendors 1 week prior to wedding day
- Assist with final to-dos & last-minute projects**
 - Favors
 - Seating Assignments
 - Place Cards
 - Menu Cards
 - Programs
- Attend and oversee wedding rehearsal
- Direct processional, recessional and receiving line
- Full coordination of all matters on wedding day
 - Receive deliveries
 - Overseeing proper set-up
 - Greeting & oversight of vendors
 - Distributing final payment from couple to vendors
 - Assistance with distribution & pinning of corsages and boutonnieres
 - Oversee proper placement of seating cards, menu cards, favors, florals, etc.
 - Directing flow of guests for ceremony & reception
 - Oversee gift collection
- Oversee and direct ceremony and reception

