



Event Coordinators



ALL YOU NEED IS LOVE AND A WEDDING PLANNER

“SPARKLE” Package

Your coordinator will focus on all the details so you can enjoy your wedding.

This includes making sure all the vendors have her cell to contact her directly with any last-minute questions such as the timeline, access, parking...etc. especially on the day of your wedding.

- Wedding Coordinator for 10 hours on your wedding day.
- Planning Meeting at your home or venue to confirm your wedding details, floor plan, ideas & preferences.
- A site meeting at your venue to confirm the placement of all your important items.
- Create your wedding Day timeline.
- Confirm with all your vendors (arrival, setup...) 2 weeks before your wedding.
- Final Detail meeting the week of your wedding to pick up detail items from you, so you don't worry about them arriving at your wedding on time.
- Bilingual Coordinators** available!

SPARKLE Package Total... \$1695



You should hire a coordinator if you are extremely organized and detail oriented.

This way, you can play an active role in planning your wedding but have someone take care of all the last-minute details so you can enjoy the day you created.

“UNIQUE” Experience

Your Coordinator team will focus on all the details so you can enjoy your wedding.

This includes making sure all your vendors have **their** cell to contact them directly with any last-minute questions such as the timeline, access, parking...etc. especially on the day of your wedding.

- Your Lead Coordinator will meet with you 4-8 weeks before your wedding to help you define the best way to help you.
- Create your Wedding Day timeline.
- Contact all your vendors to inform them of your timeline and specific details.
- A Planning Meeting at your home or venue to confirm your details, floor plan, ideas & preferences.
- A site meeting at your venue to confirm your guests experience from the moment they arrive.
- *Create your reception floor plan and share with your venue and other vendors.
- Confirm with all of your vendors (arrival, setup...) 2 weeks before your wedding.
- *Your Lead Coordinator for 12 hours on your wedding day to make sure it starts on time and ends the way you imagined.
- *An assistant coordinator for 6 hours to help you in two locations at the same time, such as helping you start the wedding at the church and directing your vendors at the reception during arrival and set up.
- Final Detail meeting the week of your wedding to pick up detail items from you, so you don't worry about them arriving at your wedding on time.

UNIQUE Experience Total... \$2495