



Pocketbook Weddings & Events

AN EVENT WELL PLANNED IS AN EVENT WELL REMEMBERED

Wedding Day Management Services (Day of Coordination)

This package is for the couple who has completed their planning (or plans to do so) and is looking for a Wedding Day Coordinator to execute their vision.

This package covers from ceremony to event conclusion

Planning begins 1- 3 months prior to wedding day

****Please be sure to review the last page for footnotes and policy****

1. Before the wedding

- Once you have all of your vendors booked, we meet with you up to 1 hour to go over the details of your wedding (Facetime, Skype or in person)
- Creation of timeline and floorplan
- Contact and confirm all hired vendors and distribute wedding timeline and floorplan (2 weeks prior to event)
- Venue site walk-through
- Unlimited communication with coordinator during business hours (Mon- Thu 10 am – 6pm) via text, call, and email
- We meet again for the final planning meeting 3 weeks prior to your wedding for up to 1 hour
- Up to 12 hours onsite coordination

2. Rehearsal

- 1 hour ceremony rehearsal 1 day prior to the wedding
- Coordinate all members of the wedding party and line them up for entrance run through
- Go over where everyone will stand
- Practice walk out at the end of ceremony

3. Ceremony

- Be the point of contact for your event
- Set up programs and other ceremony items (i.e. unity candles, send off items)
- Ensure florist has delivered and set up all ceremony floral arrangements

- Make sure all personal flowers have been placed on (i.e. flower girl basket, corsages, boutonnieres)
- Give marriage license to officiant and ensure that the wedding rings are present before ceremony begins
- Coordinate with the ceremony officiator to determine signals or cues that will begin the ceremony
- Line up bridal party for their entrances down the aisle
- Cue ceremony musicians when bridal party is ready to begin processional
- Assist in gathering family and bridal party for photos after ceremony
- Ensure bride and groom along with the bridal party are transported to reception venue
- Transport items from the ceremony location to the reception venue and store any items not needed at the reception.

4. **Cocktail and Pre-Reception**

- Instruct vendors where to set up
- Arrange escort cards
- Set up guest book and pen, champagne flutes, cake cutting utensils, card box and other personal items
- Welcome guests and direct them where to go
- Ensure proper flow of cocktail hour food
- Make sure reception flowers/décor is set up according to order
- Set up table numbers/names and menu cards
- Look over dining tables and make sure they are set up properly (table count)
- Check floor plan, lighting levels, and cake placement for accuracy
- Meet with catering staff to confirm food timeline
- Set up amenities baskets (if needed)
- Ensure couple is provided with hors d'oeuvres and choice of drink
- Bustle bride's dress
- Coordinate the "First Look" of the reception room with bride and groom
- Transition couple to a private space prior to guests transitioning to reception
- Pick up cocktail items and store once no longer needed. Money box and gifts will be handed to designated family member or person

5. **Reception**

- Transition guests to make their way to reception area after cocktail hour ends
- Help guests locate their escort cards and dining tables
- Position couple for introduction and first dance
- Cue DJ/musician when guests have found their tables and couple are ready to be introduced

- Make sure couple is served first and make sure guests are served promptly
- Communicate with musician/DJ, photographer, and videographer when important events take place at reception (i.e. first dance, cake cutting, toasts, bouquet toss)
- Alert catering staff to pour champagne just before toasts
- Cue best man, maid of honor, father or chosen person when they are about to be announced for toast.
- Set-up favor table towards the end of the evening
- Distribute final payments/gratuities to vendors at the end of the evening (no negotiation in terms of vendor contracts will be handled by Pocketbook Weddings & Events)
- Remain easily accessible throughout the entire event
- Pack up all of the items checked off the list and deliver it to designated family member or person.

Investment: \$1,000.00

***All packages include two event coordinators. Depending on the size and complexity of the event, additional coordinators may be required. Additional fees will apply

Payments Terms

A **\$500 nonrefundable** deposit is required when booking with Pocketbook Weddings & Events, LLC. Remaining fee is due two weeks prior to wedding date.

- We can accept payments via Cash, Check (made payable to Pocketbook Weddings & Events) Zelle® and Venmo
- Venmo: @Belinda-Marti
- Zelle:786-317-8525

*****Please note:** For liability reasons, Pocketbook Weddings & Events staff cannot serve food or drinks to guests, move furniture; tables and chairs, handle power tools, stand on ladders, complete tasks that require manpower, set up floral items or move floral arrangements.