



## *Sweet I Do's* *Day of Coordination*

Please let your event coordinator know if there are services you wish to add or services you do not need. We will be more than happy to customize our package to make your dream a reality. If there is a service you would like that you do not see listed, please let us know.

Our Day of Coordination package is for those couples who want plan their entire wedding, but who don't want the stress and aggravation of making sure that all the planning comes together for their perfect day. We do recommend that you hire your DOC no later than one month prior to the wedding to ensure that the event coordinator can obtain and finalize the details to make your day go smoothly and without incident.

### *Pre-Rehearsal and Wedding* (to take place 2 weeks prior to the rehearsal)

Due to the nature of this package it has limited communication and meetings.

Meet with couple to obtain ceremony and reception details, vendor information, bridal party contact information.

Obtain master time line of all events and review with couple (to be provided by the bride).

Confirm special requests and family traditions with couple.

### *Rehearsal*

Set the date, time and coordinate all the participants for the rehearsal. Including the bridal party, participating family, officiant, venue, etc.

Orchestrate processional and recessional in the order and to the music desired.

Coordinate with the couple who will help during the ceremony and reception - ushers, guest book attendant, set up of party favors, etc.

Communicate job duties and time line to everyone involved with helping during the ceremony and reception.

Communicate arrival time and place to bridal party.

### *Wedding Day*

Arrive no later than two hours before the start of the ceremony to coordinate vendors as they arrive.

Assist with final adjustments and placement of favors, guest book, programs, etc.

Have "survival kit" ready for last minute emergencies.

Assist bride and bridal party as they get ready.

Assist bride, bridal party and family to pre-wedding photographic session on time.

Make sure that bride, bridal party and family are uninterrupted by guest arrival.

Carefully monitor time and guest arrivals to determine when to start the ceremony.

Queue up family, bridal party and bride for processional.

Final check on boutonnieres, corsages, bouquets, rings. Last minute check on makeup, hair and attire.

Signal musicians to start processional music.

Start and monitor processional to ensure timing, spacing and to ensure the bride has a spectacular, flawless entrance.

During ceremony, double check that all details that couple has requested are in place and that all vendors are setup, cleaned up and ready for the reception.

After ceremony, escort the bridal party to the designated post ceremony photographic session.



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### *Day of Coordination*

Clear guests from this area to ensure the photographer can take final photographs.

During photography session, ensure that cocktails and hors d'oeuvres are ready for the guests prior to their arrival at the reception area.

Ensure guest book is signed by guests.

Make sure gifts are placed in designated area. Ensure that any loose cards are matched to their corresponding gift.

Time and orchestrate Grand Entrance (ensure Master of Ceremonies has correct order and name pronunciation, catering staff has stopped serving food and drinks, photographer is ready to capture entrance, musician has song queued and that all guests are seated).

Queue up family, bridal party and couple for Grand Entrance.

Ensure toast, first dance, cake cutting, etc, follow the timeline and are executed without incident. Coordinate with MC, catering staff, photographer, musicians.

Assist bride and groom in getting their meal and drinks.

Make sure bride and groom receive a piece of cake. If they are saving the top of their cake, make sure it gets saved.

Instruct the caterer what to do with the left over food (coordinated with the couple prior to the ceremony).

Assist the bride and groom as they exit the reception for their honeymoon.

Ensures required clean up occurs and that items that belong to the couple get returned in accordance with prior arrangements.