

Month Of Coordination

Starting at \$1,500

Ideal for couples who have completed the majority of their planning and want a professional to step in, finalize details, and ensure a seamless wedding day.

Pre-Event Coordination

- Coordination begins approximately 45 days prior to the wedding
 - 2-4 planning meetings (in-person or virtual)
- Ongoing communication and support during coordination period
 - Review of vendor contracts and final logistics
 - Acting as liaison between you and your vendor team
 - One final venue walkthrough to confirm layout and flow

Final Planning & Logistics

- Custom wedding day timeline creation
- Final vendor confirmations and communication
- Collection and organization of all wedding details:
 - Seating chart
 - Guest list
 - Ceremony and reception lineup
 - Personal decor and items
 - Planning tools and final checklist management

Wedding Week & Day of Execution

- Rehearsal coordination (ceremony only)
 - Lead planner + 1 assistant
- Up to 12 consecutive hours of coverage. Additional hours available upon request
 - Full setup and styling of client-provided personal decor
- End of night breakdown and collection of personal items/decor
 - Direction of ceremony and reception flow
 - Vendor management and main point of contact
 - Assisting with bridal party + family coordination
- Cueing and managing key moments (ceremony, dances, speeches, etc.)
 - Coordinating vendor arrivals and deliveries
 - Overseeing room flips and transitions
 - Secure handling of gifts and personal items
 - Distribution of final payments and gratuities
 - Emergency kit on-site
- Coordinating guest transportation at the end of the night

Travel within 45 miles roundtrip of Gallatin, TN is included
Custom quotes may apply for events outside this area.

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