



SIMPLE SAPPHIRE

\$1,000

(month-of coordination, up to 30 guests)

Pre-Wedding Services

- ~ Full wedding day coordination
- ~ Introductory meeting via phone/video chat
- ~ Create and provide event to-do list
- ~ Construct detailed wedding timeline
- ~ Vendor recommendations and contract review
- ~ Regular check-ins to ensure on schedule
- ~ In-person final planning meeting
- ~ Connect w/ vendors & distribute timeline
- ~ Unlimited communication via email/text

Day-Of Wedding Services

- ~ Facilitate on-time schedule of beauty teams
- ~ Coordinate food and drink delivery
- ~ Receive and confirm all personal flowers
- ~ Organize "wedding details" for photographer
- ~ Help Bride/Bridesmaids into dresses, Groom/Groomsmen with suits
- ~ Wrangle bridal party/family for photos
- ~ Ensure transportation arrives on time
- ~ Lead ceremony rehearsal at venue
- ~ Set up ceremony items
- ~ Coordinate with officiant and ushers
- ~ Confirm ceremony musicians are in place and have correct song list
- ~ Cue musicians & wedding party
- ~ Gather VIPs for after-ceremony photos
- ~ Welcome vendors and show where to set-up
- ~ Arrange escort and place cards
- ~ Crosscheck all decor with floor plan
- ~ Set up welcome table, card/gift box, guest favors, cake table, etc.
- ~ Place table #s, name cards & menus
- ~ Go over reception timeline with DJ/band
- ~ Assist guests in finding their seats
- ~ Bustle Bride's dress
- ~ Meet with Bride & Groom prior to intro
- ~ Cue DJ/band for intro & first dance
- ~ Be accessible to all guests during night
- ~ Pack up ceremony & reception items
- ~ Distribute gratuities to vendors
- ~ Coordinate departure transportation
- ~ 'Mary Poppins' bag: sewing kit, stain wipes, deodorant, pain relief & more