

*One Fine Day*

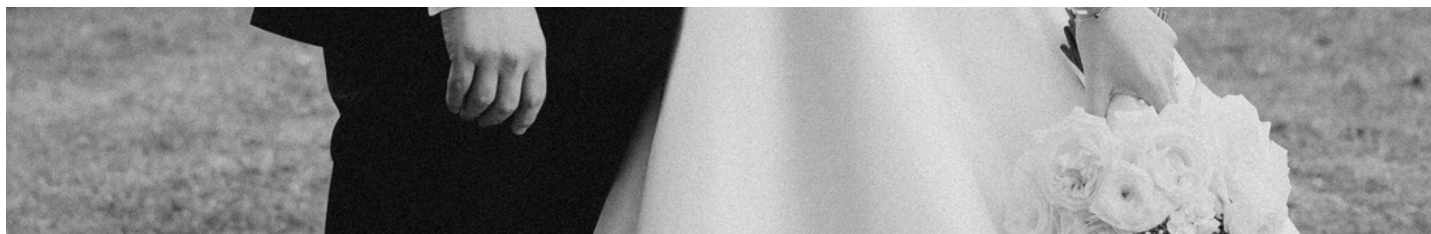
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860-837-4096

# DAY OF COORDINATION



30 DAYS WITH AN EXPERT PLANNER BY YOUR SIDE



**Starting at \$2,500 For CT Weddings**

# Package Includes

- Initial Planning Session for the event
- Unlimited access via phone and email for 30 days during business hours
- Create a day of itinerary which will be given to all vendors
  - Create ceremony processional and recessional order
  - Review floor plans
    - Create floor plan for main dining area, if needed
- Connect and confirm with all vendors and venues, ensuring they are aware of the details
  - Confirm day of plans with staff/guests/family
- Arrive on site before the event begins (Typically 2 hours, but can accommodate specific arrival requests)
  - Ensure vendors are on time, set up, and fed
    - Ensure that schedule of events is executed
  - Assist with guest transition from varying sites
- Be the main contact for vendors and guests with issues or questions
- Dim lights, check restrooms and coordinate flow with catering manager & DJ/Band
- Communicate the schedule of events throughout the day to hired vendors and staff
- Deliver checks/final payments to vendors and staff