

One Fine Day

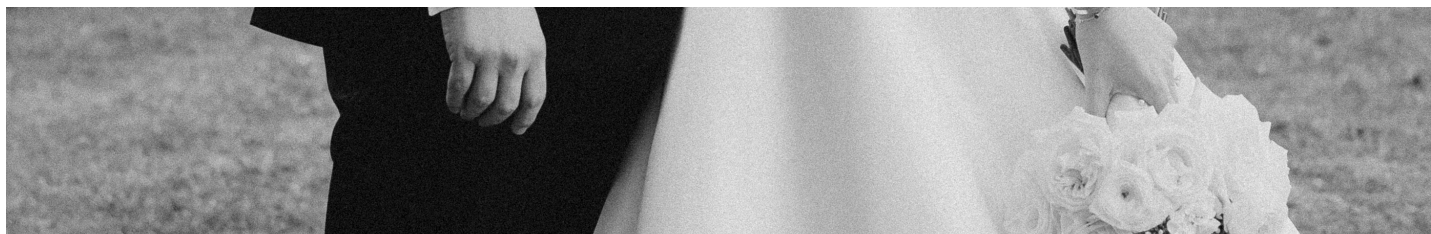
www.onefinedayct.com

860-837-4096

DAY OF COORDINATION



30 DAYS WITH AN EXPERT PLANNER BY YOUR SIDE



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