



Day Of Coordinating Package



All planned but need someone to execute? Enjoy your special day and have “A Time To Gather” specialists manage the flower of your day with this package.

The Package Includes:

- Complete **wedding coordinating** and day-of execution for up to 12 hrs. Includes coordinator and assistant.
- Venue walk-through to go over details of the wedding day
- A 30 day out details meeting
- Unlimited contact via email / phone / video chat the week of wedding
- Rehearsal walk through- 2 Hours

- Greet **wedding vendors** and be point of contact the day of your wedding
- Distribute bouquets & pins corsages to bridal party, attendants & family members
- Cue Best Man, Maid of Honor, Parents and honored guests when they are about to give toasts
- Assist with bridal party and family for photographs
- Set-up and styling of certain wedding elements ~ this is key to having your vision come to life!
- Direct ushers and helpers with seating and program distribution
- Professional **Day of Wedding Coordinator** onsite for up to 12 hours - every wedding includes (1) wedding coordinator and (1) wedding planner assistant
- Distribute final payments & gratuities as needed to vendors
- Retain the marriage license for officiant
- Arrange for ALL your personal items to be packed up and given to a designated family member, room, and/or vehicle
- Most importantly, FULL access to the Wedding Day “Emergency Kit”

\$1250

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Haley has been involved in the wedding and event industry for over 8 years and has been personally involved with over 700 weddings, corporate events and social gatherings during that time. At the onset, she served as an Event Captain over the Catering during the events. She was promoted to Event Planner in 2014 and has been personally involved in the planning aspect for over 350 events since that time.