



Full Service Coordinating Package



Prefer guidance and support throughout the planning process so you can enjoy the ride? Ensure a perfectly planned day from your menu, décor, vendors and flow of the day with “A Time To Gather” by your side!

The Package Includes:

- 2-3 in person meetings – one of which will be the venue walk through
- Up to 3 vendor meetings and full vendor coordination
- Floor plan development
- Venue selection and site visits
- Budget planning and tracking
- Event Design
- Complete **wedding coordinating** and day-of execution for up to 12 hrs. Includes coordinator and assistant.

- Review all vendor contracts to understand exactly what will be arriving day of
- Venue walk-through to go over details of the wedding day
- A 30 day out details meeting
- A weekly “check in” email / phone call / text the month leading up to the wedding.
- Unlimited contact via email / phone / video chat the week of wedding
- Rehearsal walk through- 2 Hours
- Timeline creation and run of show of wedding day details and distributed to vendors
- Vendor management – we will coordinate with all contracted **wedding vendors** and confirm their arrival times and services booked 1 week prior
- 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”

\$2500

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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.