

FLORAL | DECOR | PLANNING | COORDINATION



88 EVENTS

EVENT COORDINATION



With event coordination, you get to plan your wedding and then hand over all the details to us so that you can enjoy the day! Throughout the wedding day, our main goal is to keep everything on time and running smoothly, and if something unexpected comes up, we will handle it or help you make a decision on how to handle it. Our secondary goal is for you to not even notice most of what we're doing behind the scenes. Due to all of our floral and decorating services offered, we are very hands-on!

- We'll provide you with timeline templates, seating chart templates, & more to help you plan.
- 60 days before the wedding, you'll receive our coordination form to fill out, which helps cover all the final details for the day. This form, along with your event timeline, will tell us almost everything we need to know to run the day for you.
- You will be matched with your coordinator no later than 30 days prior to your event.
- Within 2 weeks of the wedding, you'll meet with your coordinator to go over all of these details. We'll help troubleshoot any problem areas or concerns at that time.
- After meeting, we'll reach out to your vendors to introduce ourselves and be listed as the day-of contact, allowing vendors to contact us directly with any questions...not you or your family.
- Guest & vendor questions can be directed to us on the wedding day.
- We can also take care of making final payments to vendors on the day as well as tipping.

COORDINATION

\$899

8 Hours the Day of the Event
\$100/Hr After 8 Hours
1 Hour Rehearsal Included
Planning Software Access
20% Off Stationary/Invitations
Add Planning Hours at \$125/Hr

COORDINATION PLUS

\$1299

5 Hours of Pre-Event Services
8 Hours the Day of the Event
1 Hour Rehearsal Included
Planning Software Access
20% Off Stationary/Invitations
Add More Hours at \$125/Hr



Common Duties/Tasks:

- Coaching and assisting inexperienced officiants
- Contacting Vendors if not there by their expected arrival time
- Communicating with the ushers
- Helping with boutonnieres & corsages
- Lining Wedding Party up in order (and on time)
- Sending the Wedding Party down the aisle, Closing & opening ceremony doors, Adjusting bride's dress, etc.
- Helping with family photos after (finding and keeping the right people)
- Cleanup & transportation of ceremony items to the reception
- Problem Solving dinner seating/meals for unexpected guests
- Helping with speech timing and photographer/videographer
- Adjusting the timeline to ensure Sunset Photos happen
- Handling vendor tips and final payments
- Helping pack up cards & gifts

The Unexpected:

- Guest Shuttle Service ending earlier than planned
- Clothing Issues (bride's dress, men's pants, shoes, missing tie, etc.)
- Bride or Groom running late for the ceremony
- Helping the venue with certain tasks if they're short-staffed
- Venue coordinator ending employment shortly before the wedding
- Technical difficulties (sound, slide show, etc.)
- Staying on top of vendors who are providing less than desirable service
- Guest injuries, spills or broken glass on the dance floor
- Problem Solving any safety concerns
- Wedding crashers, Intoxicated guests, & More

FREQUENTLY ASKED QUESTIONS

Do I really need a coordinator?

YES! With a coordinator there you get to be a guest at your own wedding along with your closest friends and family! Everyone you care about should enjoy the day and leave the working part to your coordinator to handle.

What is the difference between a venue coordinator and a wedding coordinator?

A venue coordinator oversees the on-site staff, to make sure they are fulfilling their contractual obligations, serving food on time, etc. A lot of times the venue coordinator is not there for the duration of the event &/or they have other events they are overseeing on property during the same time. A wedding coordinator works only for you to make every aspect run smoothly, greet all your vendors, finalize a timeline, make sure you are having a great time celebrating and to ensure that your vision has become a reality.

How much is the initial consultation?

Free of charge! We can meet in person, by phone, virtually, or possibly at your venue.

Do you help plan my wedding with me?

We are always available to help answer questions that may come up throughout your planning process and can help refer you to vendors. We will let you know if you were to request help or services that would warrant any additional charges or planning fees. You will be assigned your coordinator no later than 30 days prior to the wedding at which point you will be able to communicate directly with them prior to your wedding.

Do you travel?

Yes, but keep in mind events 30+ miles from our office in Appleton will have a mileage charge of \$1 per mile after 30 miles. Lodging may also be required depending on final details.

Can my coordinator assist with setup of my decorations and personal items?

Your coordinator is there to ensure that your overall day happens how you envision it as smoothly as possible. A possible solution could be if you have family/friends who want to help out but want that professional hands-on assistance and peace-of-mind that it will look how you want it...then your coordinator would be great! Alternatively, you could consider hiring additional setup staff to assist the coordinator with the setup (depending on the final timeline and décor details). That way if your coordinator were to be pulled away; setup wouldn't come to a halt and your coordinator could focus on something else that may be more important to handle at that time. We are definitely hands-on coordinators and are not afraid to assist with setup; but we're not meant to fully replace setup staff.